

POSITION TITLE: Child Development Specialist

SALARY LEVEL: Dependent on experience

FLSA STATUS: Salary, non-exempt

REPORTS TO: Program Coordinators

HOURS: Primary hours to be determined. Flexibility for early morning, evening, grave and weekends required. Full time preferred, part time considered.

SUMMARY

The Child Development Specialist develops and implements the developmentally appropriate activities the children will engage in while visiting the Nursery. The Child Development Specialist spends 80% of the time doing hands on training of staff working directly with the children. The Child Development Specialist will provide support for children exhibiting emotional and behavioral concerns.

PRINCIPAL ACCOUNTABILITIES

1. Provide direct support, supervision, and professional development in the moment to Lead House Parents & House Parents in collaboration and direct communication with Program Administration.
2. Oversee and monitor the planning of developmentally appropriate and engaging activities for the children that visit the Nursery and collaborate on ensuring materials are available.
3. Provide intensive training and support for newly hired staff.
4. Consult with Family Support Staff.
5. Maintain open and timely lines of communication with Lead House Parent, House Parents, Family Support Specialists, other Admin staff, and the Program Admin team.
6. Coordinate with Program Administration to plan and facilitate trainings.
7. Represents VBCN and appropriate programs in speaking engagements as necessary.
8. Serves as a community liaison representing VBCN through various meetings/committees appropriate to child abuse and neglect awareness, when necessary.
9. Work with Program Administration to assess hiring needs and assist with the hiring process.
10. Support facilitating appropriate service referrals for children and families utilizing VBCN services.
11. Along with Program Administration, support the design, implementation, evaluation and at times facilitation of parent support and education programs.
12. Able to use knowledge of child development and family systems in order to assess possible risk of neglect and abuse.
13. Other duties as deemed necessary and assigned by a Supervisor.

PHYSICAL REQUIREMENTS:

These requirements are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable an individual with disabilities to perform the essential functions.

- Regularly standing, lifting, walking, sitting, listening, talking, and using hands and fingers, while occasionally climbing or balancing, stooping, kneeling, crouching, crawling, and reaching with hands and arms.
- Ability to lift up to 30 pounds.

- Specific vision requirements include close vision and the ability to adjust focus.

WORKING CONDITIONS:

Work is generally performed in a child center environment with a moderate to high noise level. Other work is performed in an office environment with a quiet to moderate noise level. Occasional travel maybe required. Work is performed in an environment where there is exposure to children ages birth to age 6 and clients of varying socio-economic and health conditions.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES:

- Must possess ability to train and supervise employees.
- Positive leadership attitude, role and example for staff to follow.
- Skilled in organizing, prioritizing and scheduling work assignments for self and subordinates.
- Strong working knowledge and skills of Microsoft office programs and ability to learn other computer programs.
- Ability to work in a fast paced, changing environment.
- Ability to work effectively as the member of a team.
- Ability to work effectively with many different personalities.

MINIMUM REQUIREMENTS:

- 2 years of successful full-time experience working with young children and latency age children.
- Bachelor's degree in an Early Childhood Education preferred, a related degree considered.
- A thorough understanding of Washington State's Mandated Reporter law, and Spokane community resources.