Family Resources
Job Posting

Date Issued: July 18, 2015
Date Deadline: July 25, 2015

Job Title: Child Development Specialist
Salary: Pay Grade 6 ($14.20 – $17.75)
Status: Full-Time, Non-exempt
Reports to: Site Director
Division: Child and Family Services
Location: Hill District Center

Purpose:
The Child Development Specialist (CDS) performs developmental assessments on enrolled children ages two months to five years. The CDS assists families and staff with concerns related to the growth and development of the child, parenting, referral process for Early Intervention Services, and appropriate integration of child development into the core services of the center. The CDS will have a clear understanding of Family Resources internal programs and the referral process.

Essential Job Functions:
- Initiates child development assessments on children including those with Early Intervention (E.I.) concerns and provide referral for the appropriate intervention program. Works with the E.I. Services to assist the parent with education and services regarding the specific needs of the child.
- Ensures that the protective factors are evident in all aspects of your work with families. Integrate child development into core services (center based programming, parent education, etc.).
- Provides opportunities for social learning through child development training and consultation for staff and families regarding appropriate child development practices. Attends supervision meetings and training events as scheduled.
- Recruits appropriate families for program; maintain complete caseload per program requirements; provide monthly home visitation. Reports suspected child abuse promptly to supervisor and Child-Line. Displays social responsibility by completing the MIS and agency forms within the designated timeframe. Provides tracking system on child development assessments due on all enrolled children. Follows protocol for maintaining confidentiality of client information. Serves as a role model for the Sanctuary model of a trauma-informed organization.
- Advocates with families for children with school and/or agency related issues. Serve as a resource to families by linking them to other health and social services as needed.

Job Qualifications: (Education/Training/Experience)
- Bachelor’s Degree in Early Childhood, Child Development and/or Human Service Field with 2 years of experience working with families and children birth to five years.
- Experience with home visiting and program development.
- Successfully recruit families to maintain required caseload of 12 to 15 families.
- Able to work a flexible schedule which may include evenings and weekends as needed.
Preferred Qualifications:

- Demonstrates an understanding of the Nurturing Program values and constructs; and the Parents As Teachers (PAT) Curriculum.
- Ability to co-facilitate groups utilizing the Nurturing Parenting and PAT Curriculum.
- Ability to use lessons from PAT and Nurturing Parenting Programs on home visits.
- Demonstrates the ability to accurately use the Ages and Stages Developmental Screenings with children and make appropriate early intervention referrals when necessary.
- Experience in delivering direct services.
- Experience in family support/parent education.

Procedure for Applying:

Interested parties should respond with a cover letter, resume, internal application, and salary requirements to:

By Mail –
Family Resources
Attn: HR – Job Postings
1425 Forbes Ave – Suite 500
Pittsburgh, PA 15219

By Fax –
412.228.5838

By Email –
workwithus@familyresourcesofpa.org

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