

Position Adopted: 08/15/00
Position Amended: 09/26/06
Position Amended: 01/27/11
Position Amended: 08/20/20

**GUERNSEY COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
POSITION DESCRIPTION**

DEVELOPMENTAL SPECIALIST

Regular Hours of Work: 8:00 a.m. to 4:00 p.m.
*Hours are flexible as approved by the Superintendent and may not remain constant
*follows a 238 annual work days plus (+) 11 state holidays

Immediate Supervisor: Early Childhood Manager
Superintendent or his/her designee

Department: Early Intervention

Qualifications:

- Must be certifiable as a Developmental Specialist by the Ohio Department of Developmental Disabilities.
- Hold a Bachelor's Degree with a major in one of the following areas having a child development concentration as approved by the DODD: Education; Nursing; Social Work; Psychology; Home Economics; Communication (Speech, Language or Audiology as approved by the ODDD); or Allied Health (Occupational or Physical Therapy as approved by the ODDD).
- Extensive knowledge of early childhood development for children birth to five preferred.
- Knowledge of medical conditions preferred.
- Must be able to push, pull, bend, and lift at least 50 pounds.
- Must have personal transportation available during working hours.
- Must maintain a valid Ohio driver's license and maintain a status of insurability for motor vehicle insurance with the county's insurance carrier.
- Must maintain insurance coverage on personal vehicles used in the performance of job duties for the Board in accordance with Board Policy.
- Must be able to physically maneuver persons who are handicapped and/or non-ambulatory.
- Must obtain C.P.R. and First Aid certification within six (6) months of employment and maintain those certifications throughout the term of employment.
- Employment contingent upon successful completion of a satisfactory report of the State Bureau of Criminal Identification and Investigation and/or County or Local Law Enforcement Agency as required by Section 5123.081, Ohio Revised Code and a physical examination including a drug and alcohol screening.

FLSA: Overtime Non-exempt

Status: Classified

Probationary Period: 365 Days

Essential Functions and Responsibilities:

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- Administer evaluative instruments to each child under his/her instruction in order to determine individual needs.
- Provide home visits as specified on the Individualized Family Service Plan (IFSP) in the child's natural environment.
- Provide instruction in developing skills to maintain or increase adaptive behavior skills.
- Plan and develop an Individual Family Service Plan (IFSP) based on total evaluation procedure for each child served.
- Plan and implement units of instruction/service relevant to the IFSP of each child enrolled.
- Plan and implement monthly plans designed to meet the IFSP objectives.
- Keep accurate service records, records of attendance, records of progress, and any other recorded material necessary for the program.
- May be required to administer approved evaluation tool, child assessment, and/or provide informed clinical opinion (ICO) to establish a child's eligibility.
- Maintain a close, cooperative relationship with the family of each child enrolled in order to best facilitate and implement the IFSP.
- Provide regularly scheduled center-based classes/sessions for parents and children for the purpose of peer interaction, parent support, transition readiness, and assessing needed therapy services.
- Empower and enable parents and families through counseling and education to better understand their rights, their child's developmental strengths and needs, and services that are available to them.
- Assist in the development of Transition Plans for children who are two and one half years of age and modify service to accommodate the future education needs of the child – in early childhood, school age and adult programs.
- Participate in the Multi-Factored Evaluation and IEP process for children entering preschool programs.
- Use evidence based practices, including parent coaching, to focus intervention on the caregiver's ability to promote the child's participation in activities that are based on the child's interest and daily routines.
- Function as a Primary Service Provider (PSP)/Second Service Provider (SSP) communicating the necessary information with the parents and team members.
- Work jointly with the child's assigned service coordinator or SSA to address needs.
- May be required to obtain PLAY project certification.
- Attend County Collaborative Group (CCG) meetings as directed by supervisor.
- Attend conferences, workshops, seminars and meetings as required by the administration in order to enhance professional growth and improve services to enrollees.
- Maintain a cooperative relationship with fellow instructors, specialists, ancillary professionals and administration in order to facilitate continuity of programming.
- Relate program philosophy, procedures and goals to the general public in a positive manner.
- Maintain an Early Intervention room conducive to learning and free of health and safety hazards.
- Travel to individual family homes using own personal vehicle to provide home-based services, when GCBDD vehicles are unavailable.
- This position's terms and conditions of employment are currently governed by Board Policies and/or Collective Bargaining Agreement and changes may additionally be mandated by the State of Ohio.
- Must understand and practice professional ethics of a public employee.

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- Is considered a confidential employee and must keep the information and materials upon which he/she may come in contact with confidential.
- Ability to cope with stressful situations as related to individuals with developmental disabilities.
- Model at all times, appropriate social and moral behavior as a public service employee directly responsible for the service to individuals with developmental disabilities as supported by public monies and not be under the influence of alcohol or narcotic drugs.
- Participate in in-service training sessions.
- Knowledge of HIPAA Regulations as they relate to the County Board.
- Is a mandated reporter for all reports of abuse, neglect, and exploitation/misappropriation for all children and adults aged, blind and/or disabled.
- Must report all Unusual Incidents (UI) and Major Unusual Incidents (MUI) as outlined in the MUI procedures and report suspected or actual abuse/neglect instances to Supervisor and/or SSA on-call.
- Promote good public relations with parents, advocates, community organizations, professionals, and other interested parties.
- May be required to transport individuals that we serve and/or their families.
- Will perform any and all duties as required and directed.

NOTE:

Working conditions may exist that do not normally exist in the occupation of the public employee. These conditions may include exposure to blood-borne pathogens, communicable disease, potentially infectious materials and/or aggressive or other maladaptive behaviors.

Program operates on twelve (12) months per year.

Normal program hours may be: 1,992 plus (+) more or less

Normal program operations usually include 238 days plus (+) the board celebrates 11 state holidays.

This figure is not a guarantee to any employee that he/she shall work that number of hours.

The Guernsey County Board of DD does not discriminate in provision of services or employment because of race, color, religion, gender, national origin, age, military status, genetic information, sexual orientation, gender identity, Family and Medical Leave, protected veteran status or other protected by law.

Specifications:

As an employee of the Guernsey County Board of Developmental Disabilities, I agree to comply with all Board policies at all time and shall demonstrate respect for, support dignity of and observe the rights of all individuals served by the agency.

I will work to ensure and maintain effective relationship with other employees, program participants, parents/guardians and state and local community service agencies.

I will adhere to all local, state and federal laws and Guernsey County Board of Developmental Disabilities policies and procedures.

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I have read the position description and understand the above statements are intended to describe the general nature and level of work required for this position. It is not meant to be an exhaustive list of all responsibilities, duties and skills required. I understand I will be expected to perform these duties and the number of days and hours that I am expected to work. I further acknowledge that I have been instructed on how to access the Guernsey County Board of DD policies and procedures, including the Compliance Plan, and agree to abide by its contents. I acknowledge that I am required to remain substance free.

Finally, I understand that I am required to submit to background checks as a condition of initial and continued employment as specified by board policy.

Name of Employee

Date

Appointing Authority

Date