



# Child Development Specialist

## Therapeutic Early Childhood Program

### Job Description

<b>Hours per week</b>	40 hours/week (1.0 FTE)
<b>Supervised by</b>	TECP Site Supervisor / Program Director – Early Childhood Programs
<b>Location</b>	Eugene
<b>Starting wage range</b>	\$20.50 – \$27.57, depending on qualifications

The mission of the Relief Nursery is to prevent the cycle of child abuse and neglect through early intervention that focuses on building successful and resilient children and strengthening parents. Our staff work as a team to provide a unique array of comprehensive family support services from therapeutic classrooms to substance use disorder recovery support, that are easily accessible to parents with children birth to six years of age who are at high risk for abuse or neglect. At the core of the Relief Nursery is the belief in focusing on, and building upon, the strength of each family we serve.

*Please note that Relief Nursery is a vaccinated campus. All staff must provide proof of COVID-19 vaccination to Relief Nursery showing full vaccination or staff must document their intention to become vaccinated.*

#### **Position Overview**

The Relief Nursery approach is one of team work and cross program/department integration. The Child Development Specialist plays an essential role on this team. They develop and monitor eligible children's Individualized Family Service Plans (IFSPs), arrange and conduct team meetings, and train and consult to relevant personnel in implementation of goals and objectives specified on the IFSP. The specialist coordinates services with the necessary agencies and personnel.

In addition, the Specialist will partner with a teacher / home visitor to provide a therapeutic early childhood program classroom for 8-10 children for 6 hours per week.

#### **Responsibilities**

1. Write and monitor individualized family service plans and complete all required reports, assessments and other paperwork in a timely fashion. Record and store data in accordance with agency requirements.
2. Monitor progress of all children on caseload and make changes when and where they are needed based on the data collected and analyzed.
3. Provide service coordination for all children on caseload, including but not limited to a mid-cycle and an annual review.
4. Join the Therapeutic Early Childhood Program (TECP) teacher/home visitors on at least one home visit per child annually (in addition to service coordination visits).
5. Implement and support others (families, teacher/home visitors, interns, etc.) in implementing the goals and objectives specified on the IFSP.
6. For each child on your caseload, provide 30 minutes of consultation to TECP staff 4 times per month, including support both in the classroom and during staff planning/curriculum meetings.
7. Facilitate collaboration and communication between professionals and parents involved with the child and family.



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8. Write and implement behavior, social skills and sensory interventions.
9. Assist families to identify strengths, needs, goals, etc. to assist their child with special needs.
10. Conduct evaluations for children prior to their third birthday to identify eligibility for ECSE services and occasionally conduct initial eligibility evaluations.
11. Organize and conduct a variety of team meetings.
12. Work to promote inclusive practices among children with and without delays.
13. Collect attendance monthly from TECP staff and document on each child's service log and attendance log in EI/ECSE agency database.
14. Coordinate services with school districts (e.g., transportation, service schedules).
15. Complete change of placement paperwork for all children transitioning out of the program in the spring and support families in making placement decisions, such as arranging tours of other programs and participating in kindergarten transition meetings with the school district.
16. Support staff from all programs in making referrals to Early Childhood Cares and helping with the eligibility process.
17. Participate in designated team and all staff meetings, training and supervision.
18. Maintain CEUs and other educational requirements of the position.
19. Maintain all required documentation and paperwork in accordance with Relief Nursery, Child Care Division, and other relevant standards.
20. Conduct job responsibilities in accordance with the NAEYC code of ethics, professional boundaries, confidentiality, and strength-based interactions.
21. Act in accordance with responsibilities and protocols set forth in Oregon Child Abuse Reporting laws and Relief Nursery policy.
22. Assist in facilitating trainings for staff.
23. Perform other relevant duties as assigned.

#### **Teaching Team Responsibilities**

1. Create and maintain a therapeutic, developmentally appropriate early child classroom environment two days per week, 3 hours each for 8 to 10 children that supports all areas of children's development and meets all relevant therapeutic and certification standards.
2. Conduct weekly planning meetings for no less than one hour with co-teacher and other relevant team members (e.g., supervisor, mental health counselor, parenting educator, volunteer coordinator, etc.).
3. Collaborate with co-teacher to plan meaningful curriculum, arrange the physical environment and debrief issues/challenges on a daily basis.
4. Balance responsibility with co-teacher for curriculum planning, preparation, adaptation, the physical environment of the classroom, and other relevant activities.

#### **Minimum Qualifications**

*Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best*



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*candidate for the job, and that candidate may be one who comes from a less traditional background. If you are interested in applying, we encourage you to think broadly about your background and qualifications for the role.*

1. Bachelor's degree in Early Childhood Special Education or related field.
2. TSPC licensure or ability to obtain EI/ECSE authorization in Oregon within one year from date of hire.
3. Oregon Step Registry level 9 or higher or willingness and ability to achieve a step 9 within 2 years from date of hire.
4. Experience working in an early childhood setting.
5. Knowledge of state and federal laws and rules for early intervention and early childhood special education including, but not limited to, service coordination timelines, eligibility categories and requirements, due process procedures and confidentiality rules.
6. Demonstrated ability to work as a team member, understand developmentally appropriate early childhood practices, and child guidance techniques consistent with a therapeutic approach.
7. Knowledge of typical, atypical and delayed child development for children birth to 6 years of age.
8. Ability to communicate and work effectively and respectfully with a diverse population and understand the impact of trauma on children and families.
9. Ability to be self-directed as well as comfortable seeking support and information from others.
10. Proficient in computer and related technology use.
11. Ability to travel to and work in homes, preschool classrooms and community sites.
12. Good physical stamina with the ability to lift children as well as bending, kneeling, sitting at child size tables and chairs and on the floor.
13. Current valid driver's license with acceptable driving record/insurance coverage.
14. Current Pediatric First Aid/CPR and Food Handler's cards.

#### **Preferred Qualifications**

1. Bilingual in English and Spanish and experience and knowledge of Hispanic / Latinx families and culture.
2. Master's Degree in Early Intervention / Early Childhood Special Education.
3. Paid professional experience providing consultation to others in Early Intervention, Early Childhood settings.
4. Paid professional experience conducting assessments and creating plans to support children with social, emotional, and behavioral challenges.
5. Paid professional experience as lead teacher in an early childhood setting.
6. Paid professional experience providing home visits to families.

#### **Annual Benefits for Employees**

Relief Nursery employees working 30 or more hours per week enjoy the benefit of being a part of an organization that makes the world a safer and better place. A flexible work schedule and the benefits listed below round out the generous benefit package offered.

- Competitive Wage
- Medical Coverage (very low employee cost)



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- Dental Coverage (very low employee cost)
- Flexible Spending Account
- Employee Assistance Program (EAP)
- 403(b) retirement plan with employer match
- 64 hours of paid sick leave per year, up to 128 hours of accumulated sick leave
- 5 weeks of paid vacation leave per year (coincides with the school district winter break, school district spring break, plus two scheduled weeks in August)
- 2 paid personal days per year (add 1 additional day per each 5 years worked)
- Paid Holidays
- Paid Jury Duty time
- Mileage reimbursement
- Opportunity for internal growth and promotion, including access to professional development funds and training opportunities
- Public Service Loan Forgiveness (PSLF) qualifying employer

**Interested applicants, please email resume and cover letter to:**

Lindsey Steele, Director of Administration & Human Resources

[lindsst@reliefnursery.org](mailto:lindsst@reliefnursery.org)

Pre-employment drug screen, criminal background check, DMV check, and proof of auto insurance required.  
Position will remain open until filled.

**Relief Nursery is an Equal Opportunity Employer and a Drug-Free Workplace**