



# Child Development Specialist

## Specialized Classrooms

### Job Description

<b>Hours per week</b>	40 hours/week (1.0 FTE)
<b>Supervised by</b>	Mental Health Program Manager
<b>Location</b>	Eugene/Springfield
<b>Starting wage range</b>	\$26.00 – \$28.30, depending on qualifications
<b>Signing bonus</b>	\$3,500 paid in two increments – after initial hire and upon completion of six month evaluation period

*We anticipate further increases to Child Development Specialist salaries in the next year, dependent on changes to reimbursement rates coming in the fall.*

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.

Relief Nursery's approach is one of team work and cross program and departmental integration. The Child Development Specialist plays an essential role on this team. Within the Social Emotional or other specialized classroom, the Child Development Specialist provides early childhood special education services to children ages three through five years who meet eligibility requirements. Enrolled families receive early childhood special education, child and family therapy, parenting support and education, family events, basic needs support and case coordination. In addition, all enrolled children are provided developmental behavioral pediatric assessment and monitoring on site through a partnership with the Child Development and Rehabilitation Clinic.

The Preschool Promise classroom at Relief Nursery Robin Jaqua Child and Family Center in Springfield provides 900 hours per year of classroom time to preschool aged children using the Relief Nursery model. Children in this classroom who are eligible for early childhood special education also receive consultation provided by the Relief Nursery Child Development Specialist.

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

#### **Responsibilities**

The Child Development Specialist develops and monitors eligible children's Individualized Family Service Plans (IFSPs), arranges and conducts team meetings, and trains and consults in implementation of goals and objectives specified on the IFSP. The specialist coordinates services with the necessary agencies and personnel.

1. Create and maintain a therapeutic, developmentally appropriate environment for children ages 3 through 5 years who have social, emotional and behavioral challenges in Relief Nursery's social emotional classroom.
2. Consult with relevant staff and families in the Preschool Promise / Relief Nursery classroom.



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3. Write and monitor Individualized Family Service Plans and complete all required reports, assessments and other paperwork in a timely fashion for children on caseload. Record and store data in accordance with agency requirements.
4. Provide service coordination for all children on caseload.
5. Implement and support others (families, QMHAs, teachers, interns, etc.) in implementing the goals and objectives specified on the IFSP.
6. Facilitate collaboration and communication between professionals and parents involved with the child and family.
7. Write and implement behavior, social skills and sensory interventions.
8. Assist families to identify strengths, needs, goals, etc. to assist their child with special needs.
9. Schedule and conduct home visits, phone calls and meetings with families.
10. Along with the eligibility and placement team, coordinate and facilitate the child and family's transitions between programs.
11. Conduct assessments for children to identify eligibility for ECSE, to monitor progress and make changes when and where they are needed based on the data collected and analyzed.
12. Participate in designated team and all staff meetings, training and supervision.
13. Collaborate with Supervisors, teachers, QMHAs, Mental Health Program Manager, Counselors, Cooperating Professionals, Program Director, and other relevant individuals to plan meaningful curriculum, arrange the physical environment and debrief issues/challenges.
14. Maintain CEUs and other educational requirements of the position.
15. Maintain all required documentation and paperwork in accordance with Relief Nursery, Child Care Division, and other relevant standards.
16. Conduct job responsibilities in accordance with the NAEYC code of ethics, professional boundaries, confidentiality, and strength-based interactions.
17. Act in accordance with responsibilities and protocols set forth in Oregon Child Abuse Reporting laws and Relief Nursery policy.
18. Perform other relevant duties as assigned.

#### 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 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.



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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 or willingness to obtain within two weeks of hire.

#### 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 or equivalent training and experience (TSPC licensure or eligibility for ECSE authorization).
3. Paid professional experience providing consultation to others in Early Intervention or 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)
- 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



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- 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:**

Terrence Killian, Mental Health Program Manager

[terreki@reliefnursery.org](mailto:terreki@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**