

HENRY COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
POSITION DESCRIPTION

Revised 04/24 _____

<u>POSITION</u>	Developmental Specialist Classified/Non-Exempt Full Time-40 hrs./wk.
<u>LOCATION</u>	135 East Maumee Avenue, Napoleon, OH 43545 *Remote Eligible Position
<u>DEPARTMENT</u>	Early Intervention
<u>NORMAL WORKING HOURS</u>	Monday-Friday, 8 a.m.-4 p.m., may vary according to need
<u>SUPERVISION CONTROL</u>	The Developmental Specialist is supervised by the Early Intervention Director.
<u>POSITIONS SUPERVISED</u>	N/A

JOB DUTIES AND MINIMUM ACCEPTABLE CHARACTERISTICS

The Henry County Board of DD has established job duties which must be performed by a Developmental Specialist in accordance with work rules and Board policy/procedures. The following qualification standards are necessary to measure actual ability to perform essential functions of the job.

85% OF POSITION RESPONSIBILITIES:

Administers assessments and evaluations for program eligibility. Ensures that all domains of development are monitored upon each home visit.

Integrates, plans for Individualized Family Service Plans, particularly with a team of professionals including but not limited to Occupational Therapist, Physical Therapist, Speech/Language Pathologist, Nurse, SSA, and Early Intervention Director. Collaborates with all team members to assist families with meeting immediate needs as well as transitions to other services and programs. Attends home visits to assess, evaluate, and provide direct care with regard to the IFSP.

Prepares and maintains records according to state guidelines and board policies.

Performs chart reviews and quality improvement activities to insure EI mandates, timelines, polices, and procedures are followed.

15% OF POSITION RESPONSIBILITIES:

Attends conferences and seminars as required. Participates in in-service training as required. Participates in community screenings and transition process.

Makes positive contributions which promote achievement of HCBDD and EI mission and goals to facilitate a positive climate for staff and those we serve. Related program philosophies to the public in a positive manner.

Assume other related duties as assigned by the Superintendent.

MINIMUM QUALIFICATIONS

A minimum of a bachelor's degree with 2-3 years' experience working with birth-2-year-olds and their families. License in one of the following: counseling, early childhood education when licensed for ages three through eight, grades kindergarten through third, or special education; early intervention; hearing impairment intervention; medicine; nursing; occupational therapy; physical therapy; psychology; psychiatry; social work; speech-language pathology; visual impairment intervention; or a professional license to

diagnose and treat mental and emotional disorders.

Required to obtain & maintain Ohio Department of Development Disabilities Certification.

Must have knowledge of local community resources and social systems serving children birth to five.

Must have knowledge of typical and atypical infant/toddler growth and development.

Maintain a valid Driver's License for the purpose of transporting individuals served and/or operation of a Board owned vehicle. Employee must possess/maintain an acceptable motor vehicle record as established by Board policy. Employee must provide proof of liability insurance per Board procedure. Must be able to travel locally and statewide.

Receipt of satisfactory criminal background reports in accordance with ORC 3319.39 and/or OAC 5123:2-2-02.

Receipt of acceptable Ohio Department of DD Abuser Registry, Attorney General's Office Ohio Offender Watch/Sex Offender Registry, System for Award Management, Ohio Nurse Aide Registry, Exclusions: OIG, and Office of Ohio Department of Rehabilitation and Corrections Offender Search as a condition of employment and yearly thereafter.

Must be able to lift, carry and move office supplies and equipment required for day-to-day operations.

Must be able to interact using appropriate and necessary techniques with persons who may display aggressive behaviors and/or provide special health care needs to individuals with developmental disabilities.

Must have strong functional skills to organize information logically, communicate clearly, analyze/solve problems, and relate effectively to people. Will organize and prioritize a number of projects simultaneously and prepare meaningful reports. Must be able to meet time frames and designed due dates. Must be able to make use of computers or other technology for prolonged periods of time, and provide other forms of documentation requiring extensive writing, if applicable.

Must have the ability to relate program philosophy, procedures, goals to the general public in a manner representative of our mission to serve individuals with developmental disabilities. The employee shall serve as a role model to our individuals who are receiving services. The employee shall maintain professional ethics, protecting the confidentiality of the individual's private life, and other situations, events which must remain confidential.

Must have the ability to communicate effectively with others using the spoken word and communicate in writing clearly and concisely. Must have the ability to appreciate and be sensitive to the feelings of others and attempt to reach outcomes that gain the support and acceptance of all or part of participants. Must have the ability to present information publicly. Must be able to complete assigned tasks given large caseloads, stressful situations, and emergencies.

Must have the ability and analytical skills to use critical thinking and reasoning to solve a problem. Must have the ability to pay attention to the minute details of a project or task while seeing a project to completion. Must have the ability to take care of the persons served needs while following the board's policies and procedures. Must have the ability to appreciate and be sensitive to the feelings of others and attempt to reach outcomes that gain the support and acceptance of all or part of participants.

Function as a liaison between stakeholders and as an advocate to ensure the right for choice to live, work and participate in the community.

Must have the ability to establish and maintain a good rapport and effectively cooperate with staff, families, individuals who are receiving services, care providers, advisory boards, volunteers, and the public.

The employee shall endeavor to provide dependable service to the agency and refrain from excessive, abusive use of leave for illness of self or immediate family members. Employee shall adhere to their established work schedule and will ensure timely arrival to work.

Responsible for having knowledge of Board policies/procedures and work rules.
Must have the ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Work is performed primarily in an indoor activity-based setting, production floor setting, a vehicle and/or an occasional community setting. Primary functions require sufficient physical ability and mobility to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; operate a vehicle; and to verbally communicate to exchange information.

REASONABLE ACCOMODATIONS STATEMENT

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

MISSION STATEMENT

The Henry County Board of Developmental Disabilities is committed to “Creatively working in partnership with eligible individuals and their families to discover, pursue, and achieve what is important to them.”

PROBATIONARY PERIOD

Will have a 120-day probationary period.

EMPLOYEE UNDERSTANDING AND AGREEMENT

I understand and will perform the duties and requirements specified in this job description.

Employee

Date

Supervisor

Date

Kelly Aldrich, Superintendent

Date