

Our Mission: To Inspire Children, Empower Families and Build Stronger Communities

## Home Visitation Developmental Specialist-Santa Clara County

**POSITION SUMMARY:** Responsible for providing developmental screening, assessment and linkage services to children 0-6 years old and their families.

### POSITION OVERVIEW:

- Employment Type: Full time/Exempt
- Salary:
- Location: Parkmoor Administrative Office
- Job Category: Administration
- Reports to: Clinical Supervisor/Program Manager
- Supervises: None

### PRIMARY RESPONSIBILITIES:

- Complete developmental screening/assessment conducted in collaboration with therapeutic service provider during Assessment For Intervention (AFI)
- Intake Services: assess appropriate referrals, conduct intake interviews, and complete necessary paperwork.
- Ensure that the referral feedback loop is maintained which involves coordinating with referral sources on engagement, assessment and coordination of treatment.
- Implement assessment tools such as Battelle Developmental Inventory (BDI-2), Short Sensory Profile, Modified Checklist for Autism in Toddlers (M-CHAT) and, Brigance Early Childhood Screen
- Provide developmental assessments within Scope of Practice and Competency level for
- Assessment of social, emotional and primarily development of children 0-6 years old.
- Establish and implement quality developmental assessment services.
- Certification in the CANS and KIPS assessment tools.
- Ensure necessary documents are completed in a timely manner and by stated deadlines.
- Maintain and update client chart.
- Provide billing reports and supporting documentation such as progress notes within agency and county designated timelines.
- Attend Clinical and Quality Chart review meetings as assigned.
- Communicate respectfully with professional and paraprofessional staff and other community members.
- Provide and support children and their families with the resources in the community that may address any developmental concerns that arise as a result of assessment
- Provide and follow through with linkages to Early Start, School Districts, Family Resource Centers and San Andreas regional Center as necessary.
- Work as part of a coordinated-care team to provide specialized in-home support for identified areas of concern related to the child's early childhood mental health needs
- Report all suspected child abuse according to California laws and regulations.
- Attend regularly scheduled trainings and community meetings as assigned.
- Collaborate with childcare centers providing consultation and training as needed.
- Able to work in a non-traditional setting.
- Position requires travel to varying locations.

### POSITION QUALIFICATIONS/REQUIREMENTS:

- Licensed registered Occupational Therapist or licensed eligible *preferred*
- Mental Health Rehabilitation Specialist (MHRS) certified or working towards MHRS certified
- 2+ years in the field of social services, preferred.

- 2+ years in the field of infant and early childhood mental health/child development, preferred.
- Training working with 0-6 years old children.
- Bilingual (Spanish) preferred
- Experience with multi-cultural communities.
- Experience working with young children 0-6 years and their families.
- Familiar with principles of early childhood mental health assessment and infant/child development
- Self-motivated; ability to work both semi-independently and in cooperation with others.
- Strong case management skills, intake & assessment skills, cultural competency.
- Effective and strong communication skills.
- Knowledge of early childhood development, mental health and attachment.
- Ability to exercise good judgment clinically, legally and ethically and to consult with supervisor as needed.
- Ability to make decisions and multi-task.
- Ability to conduct assessments and create appropriate service plan and referral follow through.
- Ability to communicate clearly with treatment team both verbally and in writing.
- Flexibility: willing to see clients in clinical setting, in community, in clients' homes and, occasionally, work evenings and/or weekends
- Ability to provide leadership, accept responsibility, work independently and set own goals in a professional manner.
- Ability to work on a variety of tasks simultaneously and able to work a flexible schedule, including some evenings and weekends.

#### **COMPANY WIDE JOB REQUIREMENTS:**

- Must pass a health screening and TB test
- Must pass background fingerprint clearance
- Valid Driver License
- Must be 18 years or older

#### **ADMINISTRATIVE WIDE DEMANDS:**

Job duties will be performed in an office environment and the physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- This is largely a sedentary role; however the need for some walking and standing will be required
- The ability to lift up to 20lbs may be needed during some job duties
- The employee will be required to use hands for computer work, answering phones calls...etc.

#### **EDUCATION WIDE PHYSICAL DEMANDS:**

Job duties will be performed in a school environment and the physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- This role will require long periods of standing and walking
- The ability to lift, push, pull, carry, and/or move up 30lbs

#### **FACILITY/MAINTENANCE WIDE PHYSICAL DEMANDS:**

Job duties will be performed in both an office environment as well as outside and the physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job

- The ability to perform heavy physical labor and lift or move maintenance equipment of various weights will be required
- The ability to lift 30lbs chest high will be required

#### **NUTRITION WIDE PHYSICAL DEMANDS:**

Job duties will be performed largely in a kitchen environment; however the ability to drive long distances will be required using agency insured vehicles. The physical demands here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- The ability to lift and carry moderately heavy supplies up to 50lbs
- The ability to operate company insured vehicles

**\*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions**

**Equal Opportunity Employer/Drug Free Workplace**

HOW TO APPLY: To apply for this position please complete an application at <http://www.kidango.org/Careers>

You may submit your resume along with an application. Please note that you are not considered an applicant until you have completed an application for employment.