Job Description

<table>
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<tr>
<th>Position Title: Development Specialist</th>
<th>FSLA Status: Full Time, Non-Exempt</th>
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<td>Reports To: Senior Program Manager: Early Learning Initiatives</td>
<td>Salary: See Salary Schedule</td>
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*Starting salaries typically fall in the lower half of the salary range; however, they are ultimately determined by the scope of the position, the candidate’s relevant experience, and internal equity.*

Background:

At First 5 Kern, our vision is that one day all Kern County Children will be born into and thrive in supportive, safe, loving homes and neighborhoods and will enter school healthy and ready to learn. We have built a strong reputation as an expert and advocate for children, prenatal to 5 years old, and their families. Working in partnership with the programs that receive First 5 Kern funds and local community partners, the lives of thousands of Kern County Children and families have been positively impacted.

Established through a tax on tobacco products, First 5 Kern is part of a statewide voter initiative established under the California Children and Families Act of 1998 (Proposition 10). Our mission is to strengthen and support the children of Kern County 0 to 5 years old and their families. We accomplish this by empowering providers through the integration of Services with an emphasis on Health and Wellness, Parent Education and Support Services, and Early Child Care and Education.

Position Description:

Under general supervision, the Development Specialist provides professional assessment and developmental screening using the Ages and Stages Questionnaire (ASQ) for the client’s birth to three years old and notifies the Kern County Department of Human Services (DHS) of the results for further follow-up. In conjunction with DHS, Development Specialist may provide general community resource information to families, referrals to other public health programs and assist with linking families to resources as needed. The Development Specialist will assist DHS in obtaining the required signatures from the educational rights holder if referrals for services are needed. The Development Specialist will maintain regular communication with each child’s family and DHS to promote the child’s healthy and successful future.

Essential Duties and Responsibilities:

- Conduct home visits with families to provide an overview of ASQ, conduct the ASQ assessment, discuss caregiver questions and concerns about child development, and inform DHS of results. Facilitate the referral tracking, evaluation, and service provision process.
- Collaborate with internal and external service providers to ensure optimal outcomes.
Review ASQ assessments to identify families with children who may benefit from early intervention services and to track developmental progress and areas of regression and delay.

Submit reports and review reports or problems with immediate supervisor.

Enter, maintain, and review pertinent data for internal and external auditing purposes.

Comply with all regulations, policies and procedures as directed by First 5 Kern and Kern County Department of Human Services.

Attend appropriate trainings and workshops.

Uphold confidential and sensitive information.

Performs other duties as assigned.

Communication:

Maintain regular proactive communication with immediate supervisor and the Kern County Department of Human Services through ongoing conversation to discuss case related issues, due dates approaching, and to build relationships.

Administration:

Maintain ASQ files.

Submit information and ASQ results to DHS and/or immediate supervisor via bi-weekly work reports.

Fulfill other responsibilities as assigned.

Desired Minimum Qualifications:

A minimum of 12 semester units of course work in early childhood education or child development.

Two years of professional experience in an early intervention or early childhood setting.

Excellent organizational and communication (oral and written) skills.

Prior home visitation experience desired.

Prior experience with the Ages and Stages Questionnaire (ASQ) desired.

Bilingual in English/Spanish preferred.

Knowledge, Skills & Abilities:

Ability to manage priorities and projects in a fast-paced environment with excellent attention
to detail and accuracy.

- Be professional, trustworthy, and respectful of others and display a positive attitude.
- Interpret and apply policies and procedures.
- Ability to quickly gain proficiency in agency policies and procedures.
- Organize work and maintain accurate records and files.
- Deal tactfully and courteously with the public and staff.
- Ability to learn early childhood development theories and practices, including research-based, best, and emerging practices.
- Knowledge of administrative and office procedures and systems such as Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), managing files and records, and designing forms.
- Awareness of confidentiality laws. Handle confidential information with discretion and sensitivity to and respect for the privacy rights of clients, client families, and providers in all communications.
- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Uses methodology and structure for handling tasks, projects and functions of the job.
- Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.
- Exhibit initiative, integrity and sound judgment; coordinate multiple activities; work with minimum supervision; organize work, set priorities, meet critical deadlines and follow up on assignments; understand and follow oral and written instructions.
- Mission-driven and self-directed, with a demonstrated passion for First 5 Kern’s work to strengthen and improve child outcomes.
- Follow safe work practices as directed and trained.

Work Environment:

- Ability to work a flexible work schedule depending on assignments. May require some evenings and weekends.
- Extensive travel will be required, primarily within Kern County.
- Work is sometimes physical, requiring setting up home visits, meetings, lifting or carrying cumbersome materials of up to 25 pounds.
• Possession of a valid California driver’s license, acceptable DMV printout and adequate auto insurance coverage.

EOE Statement:

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation." First 5 Kern County strongly encourages women, people of color, LGBTQIA+ individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.