



## Position Description

<b>Title:</b>	Child Development Specialist
<b>Classification:</b>	Non-Exempt
<b>Department:</b>	Family Support Center
<b>Reports to:</b>	Director – Family Support Center
<b>Position Summary:</b>	Responsible for implementation of child development service policies and procedures. This position is filled in consultation with the funding source, MFN.

### Essential Functions:

- Understand and be committed to the overall philosophy of Family Support
- Maintain respect for confidentiality of information divulged by or on behalf of participants
- Possess the ability to relate to people of diverse educational, cultural and economic backgrounds
- Be willing and able to do aggressive outreach and recruitment
- Model appropriate interaction with young children and parents
- Work independently and as a team member and leader
- Supervise all positions in the child development area of the Family Support Center in accordance with MFN guidelines and best practices

**Knowledge, Skills and Abilities:** Candidates for this position must possess the following: thorough knowledge of child growth and development of the first years of life from birth to five years of age. thorough knowledge of community resources related to the needs of young children and willingness to help families access them; ability to respond with sensitivity and understanding when relating to parents' situations and feelings; knowledge and ability to plan and implement activities for children individually and as a group; knowledge and ability to oversee an early childhood program that serves children birth to five; ability to maintain accurate records and reports on young children; ability to establish and reinforce health and safety standards in the child development program; ability to lead a team of child development workers in planning and implementing services for young children; ability to plan and provide workshops and parenting classes for parents in the program. Candidate must possess effective written and verbal communication skills, as well as, strong computer skills. Candidates are required to have a valid motor vehicle operator's permit. Must be positive, cooperative and supportive. Must be willing to attend

trainings pertaining to job duties, including infant & toddler CPR and First Aid, use of developmental assessments (ASQ/ASQ-SE), and how to facilitate parenting classes utilizing formal curricula.

**Educational Requirements:** Candidates for this position are required to have a bachelor’s degree in early childhood education, Child Development, Family Studies, Special Education, or related field from an accredited institution of higher learning. Related degree must include six 3-credit courses in Early Childhood Education. Master’s degree in early childhood education preferred. Candidates for this position are required to have two (2) years of paid experience working with young children from birth to five years old.

**Supervisory Responsibilities:** Strong supervisory experience is required for staff, interns and/or volunteers. Minimum of one-year supervisory experience required.

**Work Environment:** This position has contact with all levels of personnel within the organization, consumers, vendors, and other agencies. Typical office setting with additional settings such as; child development areas; ability interact with children (lifting, bending, squatting may be required).

**Position Type/Expected Hours of Work:** Full Time (40 hours/week).

**Travel Requirements:** Minimal local travel. Occasional distance travel may be required for meetings/training.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_