

Infant and Child Development Services
The Greater Richmond ARC
www.RichmondARC.org
(804) 358-1874

TITLE: **Developmental Services Specialist**

PURPOSE: Provides Developmental Services, as outlined by Virginia's Part C system, the Infant and Toddler Connection of Virginia. Provides Agency with developmental services, support and education, to families enrolled in Infant and Child Development Services (ICDS), a program of the Greater Richmond ARC, using a family centered approach.

DESCRIPTION: Individual is responsible for support and education of Part C children and their families through direct provider services. Applicant must be certified by the Infant & Toddler Connection of Virginia.

DUTIES AND RESPONSIBILITIES:

- Completes evaluations and participates in development of Individualized Family Service Plan (IFSP).
- Conducts visits to achieve IFSP outcomes in the child and family's natural environment.
- Provides parent and child training of developmentally appropriate activities and provides family education and support for children with developmental delays.
- Communicates with administrators, staff, families and community resources in a manner that promotes Agency and Part C philosophy and goals, including family choice.
- Meets ICDS standards for units of appropriate evaluation, consultation, direct services and case management services per quarter.
- Completes all job assignments related to program objectives in a timely and accurate manner, using defined format and process, including direct service, formal reporting and daily notes, billing and other assigned tasks.
- Attends all required training sessions and staff meetings.
- Maintains current certification as an Early Intervention Professional, through Virginia's Part C system.
- Assures compliance of all Agency policies and procedures related to safety.
- Adheres to all Agency policies and procedures related to discrimination and sexual harassment.
- Adheres to all Health Insurance Portability and Accountability Act (HIPAA) privacy standards.
- Adheres to all Agency and program policies and procedures.
- Other duties as may be assigned.

REPORTING RELATIONSHIPS:

Reports directly to the Director of Infant and Child Development Services.

KNOWLEDGE/SKILLS REQUIRED:

- Thorough knowledge of child development, disabilities and the latest techniques relative to early intervention.
- Excellent oral and written communication skills.
- Strong organizational skills.
- Computer literate and ability to learn new skills related to current technology.
- Must have the ability to travel to scheduled appointments via driving or utilizing some alternate form of transportation.

EDUCATION/EXPERIENCE:

- Infant & Toddler Connection of Virginia Part C certified Professional Practitioner, who is a provider of Early Intervention Developmental Services. Licensure with an endorsement in Special Education-Early Childhood (birth-5) by the Virginia Board of Education OR Family and Consumer Science Professional preferred.
- Other qualifications that meet the requirement for a Developmental Services Specialist (as determined by Infant and Toddler Connection of Virginia) would be considered.

PHYSICAL JOB REQUIREMENTS:

Must have the use of sensory skills to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, personal computer, calculator, copier and fax machine. Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing and pulling required in the delivery of therapy. Must be able to travel to the field (outside of the office) to deliver services.

To apply, a completed Greater Richmond ARC application is required which is located on our website at:

www.RichmondARC.org

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