



**Preble County Board of Developmental Disabilities**

200 Eaton Lewisburg Road, Suite 200 Eaton, Ohio 45320 – Telephone (937) 456-5891 Fax (937) 456-1760

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**NOTICE OF AVAILABLE POSITION**  
**Developmental Specialist**

**DESCRIPTION:** The Developmental Specialist is responsible for providing instruction and learning experiences for qualified children with disabilities (under 3 years old) and their families to facilitate the child's overall development and independency. Although the employee is assigned to work a regular schedule, the employee is expected to remain flexible and willing to work a schedule that best meet the needs of individuals served and the agency. Hours may include early evening hours to conduct home visits and meet with families.

**QUALIFICATIONS:**

- Bachelor's Degree in Early Childhood Education, Special Education, Social Work or related field required.
- Experience working with infants and toddlers who are at-risk of or have developmental delays.
- Ability to obtain and maintain Developmental Specialist credentialing within the 180-day probationary period
- Must meet all agency employment requirements including but not limited to successful BCI/FBI background screen, drug screen and compliance with driver qualifications. Valid Driver's License, ability to be insurable and access to a motor vehicle. Satisfactory results of registry records checks.

**DUTIES:**

- Performs initial and ongoing formal and informal assessments to determine eligibility for early intervention program and need for services.
- Provides instruction to parents and caregivers to support them in the areas of self-help, cognitive, communication, motor, behavior and social development.
- Provides support to families and caregivers to encourage understanding the child and the child's needs through the development of family driven goals and strategies.
- Coaches and promotes positive and developmental interactions among children and their families and caregivers to encourage positive outcomes.
- Problem solves with families, caregivers and professionals to encourage the child's development.
- Participates in Individual Family Service Plan meetings to establish plans for meeting each child's developmental needs.
- Maintains and files accurate, timely and complete documentation of services provided and progress notes as required.
- Demonstrates respect for, supports the dignity of, and observes the rights of all individuals served. Demonstrate cultural sensitivity to diversity of beliefs, values and family structure.
- Complies with all Board policies and applicable requirements, and performs the job to performance standards throughout the entire course of employment.
- Performs other duties as assigned

**IMMEDIATE SUPERVISOR:** Early Intervention Manager

**LOCATION:** Preble County Board of Developmental Disabilities, 200 Eaton-Lewisburg Rd, Eaton, Oh 45320

**WORKING HOURS:** 40 hours per week, 8:00AM to 4:00PM, flexible schedule based on individual/agency needs

**SALARY and BENEFITS:** \$22.76 per hour or higher, based on education and experience. Medical, dental, vision, life insurance, OPERS retirement, vacation, sick leave and flexible work options.

**APPLICATIONS:** Apply online at <https://www.prebledd.org> or email [careers@prebledd.org](mailto:careers@prebledd.org) for more information.

**DATE POSTED: July 7, 2023**

**APPLICATION DEADLINE: July 28, 2023**

Preble County Board of Developmental Disabilities does not discriminate in provision of services or employment on the basis of race, religion, color, national origin, gender (including pregnancy or gender identity), sexual orientation, age, veteran status, disability or any other basis covered by appropriate law.