**Mid-Iowa Community Action, Inc. Job Description**

**TITLE: Infant Toddler Development Specialist 1, 2, 3**

**Reports to: ECP Services Supervisor**

**Job Summary**

Contribute to mission and vision of MICA by creating a positive, respectful, and safe environment when working with children, families and agency and community partners. Assist parents in establishing strength based goals and written plans to enhance the social, emotional, physical and cognitive development of their infants and toddlers. Facilitates use of resources, serves as a source of support and encourages parent involvement in all aspects of the program. Facilitates transition into Head Start or other Early Childhood Program. This position may perform regular duties at alternative sites with permission of the Program Director

**Summary of Essential Job Functions**

Build and maintain positive relationships with families, program, agency and community partners, and volunteers as needed to provide excellent services

* Conduct regular home visits with caseload children and their families as required by program
* Partner with parents to establishing written child goals to meet child’s individual needs, interests, and learning styles that are compatible with the child’s family culture and implementing action steps to accomplish them with their children
* Plan and facilitate required number of socializations (opportunities for children and parents to interact with one another in group settings) as required by funder
* Meet with consultants as needed and required to ensure quality services to children with disabilities, mental health and other special needs
* Attend and assist with parent meetings and other county team activities

Maintain the safety and welfare of children at all times

* Must be able to identify and visually monitor children in their daily environments in order to assess development and assure safety
* Maintain and arrange the equipment and materials in an appropriate, safe, healthy and orderly fashion in the classroom, on the playground, and at socializations/family activities
* Must be able to assist all children in all emergency situations when under program supervision. This may include being able to push and control an occupied wheelchair
* Must maintain confidentiality of children and families at all times
* Must obtain and maintain First Aid and CPR certifications
* This position is a Mandatory Child Abuse Reporter

Compliance

* Build respectful, culturally responsive, and trusting relationships with families
* Conduct developmental, social-emotional and communications screenings and assessments with children as required
* Complete and submit all required documentation accurately, in a timely manner, and according to agency standards
* Use agency-designated curriculum when providing services
* Plan and implement home-based learning experiences that ensure effective implementation of the home visiting curriculum and promote children’s progress including for children with disabilities and dual language learners, as appropriate
* Assures compliance with all funder performance standards
	+ Maintain the program’s Home Visitor Rating Scale (HOVRS) minimum thresholds in all domains
* Assures compliance with all agency and program policies and procedures

Develop skills and knowledge related to the position

1. Certification in program curriculum within 6 months from first day of employment.
* Must be able to learn and adhere to extensive number of funder performance standards, as applicable
* Knowledge of the following principles
	+ child development and early childhood education
	+ child health, safety and nutrition
	+ adult learning
	+ family dynamics
* Develop knowledge of community resources
* Attend all trainings as required
* Complete and maintain certifications as required
* Participate in the mentoring process and implement steps on the Mentor Visit Plan and Supervisor Plan.

**Knowledge, Skills and Attitudes:**

* Able to read, write and speak the English language
* Committed to the concept of diversity and the inherent worth of every individual
* Understanding of the dynamics and issues of poverty
* Ability to connect with families, to create positive, appropriate working relationships to assist individuals and families to achieve their goals
* Strong commitment to achieving results
* Knowledge of early childhood development
* Knowledge of the principles of child health, safety and nutrition
* Knowledge of adult learning principles
* Knowledge of the principles of family dynamics
* Excellent child observation and assessment skills
* Dedicated to continuous learning
* Strong teamwork skills. Able to collaborate in a positive and respectful way with families, agency staff and community partners.
* Must be able to maintain confidentiality
* Intermediate computer skills. Strong knowledge of Microsoft Office. Must be able to learn and effectively use a variety of software, electronic devices and databases

**Working Conditions (Essential physical, mental and emotional demands):** *The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

* There are full-time and part-time positions. Full-time positions generally work a 40-hour week. Hours for part-time positions vary. Must be able to work assigned schedule. Overtime is occasionally required.
* Must be able to navigate stairs to access some classrooms and family homes.
* Must be able to maintain a calm, composed demeanor in a highly active physical, social and emotional environment
	+ Must be able to move about in indoor and outdoor environments to appropriately monitor and interact with the children
	+ Must understand and appreciate the development of young children and be able to use appropriate guidance techniques at all times
* The person in this position frequently communicates with children, parents and colleagues, both one-on-one and in larger groups. Must be able to exchange accurate information in these situations.
* Regularly drives for the job for general purposes like (but not restricted to) home visits, socializations, and trainings. Must have and maintain reliable transportation, a valid driver’s license and proof of automobile insurance
* Occasionally lifts, carries or otherwise moves and positions objects weighing up to 40 pounds when stocking supplies or setting up equipment
* Frequently operates a computer and other office productivity machinery and devices, such as a copy machine, a computer printer, and an IPad or tablet.
* Must have a pre-employment physical examination, and every three years thereafter, to prove ability to perform work duties.
	+ The physical exam must include any necessary testing for communicable diseases, including a TB assessment as required by the Iowa Department of Human Services Child Care Licensure standards.

**Education & Experience**

**Required:**

* Bachelor’s Degree in Early Childhood Education or Child Development (classified as Infant Toddler Development Specialist 3)
* Bachelor's degree in Human Services or related field (classified as Infant Toddler Development Specialist 2)

**Will Consider:**

* Associate’s degree in Early Childhood Education, Human Services or related field (or equivalent coursework) with a minimum of 2 years of relevant experience (classified as Infant Toddler Development Specialist 1)

**Preferred**

* Home Visiting and/or experience working with children 0-5 years old
* Bilingual Spanish/English

**Other:**

**Candidates offered the position must meet the following criteria:**

1. Minimum age requirement of 18 per NAEYC and/or DHS licensing standards.
2. Successful completion of all background checks at hire and thereafter according to agency and program standards.
3. The person in this position may be required to either have a CDA or to be enrolled in a Child Development Associate (CDA) credential program through the Council for Professional Recognition.
* Staff who may come in contact with infants as a regular part of their job will be required to have a Tdap immunization per Centers for Disease Control and Prevention (CDC) recommendations.

**Other Duties**Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Additional information

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| Program | Early Childhood | Management?  | No |
| Generic title | ITDS | FLSA status  | Hourly/Non-exempt  |
| Pay grade | BAND 4A | Revised | July 2019 |
| EEO 1 Category 3 | Professional |  |  |

**EQUAL OPPORTUNITY EMPLOYER**

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Signature of Employee Date