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## POSITION DESCRIPTION

- Position Title:** Child Development Specialist
- Classification:** Regular, Full Time, Exempt
- Reports To:** Family Support Manager
- Salary Range:** \$42,925 - \$60,095 (annual) with benefits
- Pay Structure:** Monthly on the last day of each month

**Benefits:** The Partnership for Children of Johnston County offers a robust benefits package, including 401k, medical, vision, and dental insurance, life insurance, FSA, paid annual vacation, holidays, and sick/personal leave, as well as a yearly retention bonus. The Partnership also offers a stipend to those who provide their own health insurance. The Partnership strives to be a family-friendly employer, offering paid parental leave for the birth or adoption of a child, a baby-friendly office, and flexible hours.

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### Primary Objective:

Positively influences parent and family well-being, improves parenting confidence and competence, and promotes child behavioral, social, language, and cognitive development by providing comprehensive services to families, their young children, and those who care for them, including child care providers. The Child Development Specialist will empower caregivers to be advocates for children with exceptional needs, through one-to-one and group supports, resources, and referrals.

### Essential Duties and Responsibilities:

#### Services Navigation:

- Conduct observations and assessments and collaborate with caregivers and other professionals to gather information about a child's strengths and challenges.
- Partner with families to develop and implement an action plan
- Regularly monitor progress toward goals and adjust action plans as needed.
- Work closely with parents, caregivers, and other professionals to create a collaborative support network.
- Communicate effectively with a multidisciplinary team to coordinate access to services.
- Educate parents and caregivers on strategies to support their child's development.
- Provide resources and information about community services and support networks.
- Advocate for the needs of the children and families within the community and educational systems, and empower families as advocates for their children

### **Parent Education**

- Implement highly technical, evidence-based programs for families of children with unique needs.
  - Facilitate programs based on prescribed curricula.
  - Ensure fidelity to the program's principles and methods.
  - Tailor program content to address each group's unique challenges and strengths.
  - Create a positive and inclusive environment. Manage group dynamics and foster a supportive atmosphere for participants.
  - Encourage active participation and collaboration among group members.
  - Utilize the Penelope database to maintain case notes, and track calls placed and received, referrals offered, refused, and accessed.

### **Coaching for Children in Childcare**

- Provide inclusion services to childcare centers and caregivers to support the inclusion of children with unique needs within early education programs alongside their typically developing peers.
  - Develop a Care Team and Action Plan of agreed-upon goals and strategies
  - Using Prevent, Teach, Reinforce coaching methods for classroom solutions

### **Programmatic Responsibilities**

- Advocate for young children by actively serving on and coordinating with local, regional, and statewide committees that support children's healthy growth and development as needed.
- Act as a collaborator, unifier, and negotiator who can build strong and effective relations with a variety of organizations in the community
- Supports outreach and enrollment efforts by communicating program goals and intended outcomes to families, other service providers, and the general public.
- Recruit families by coordinating with and accessing a wide range of community contacts and resources and engaging them in recruitment.
- Use family support principles to guide how families are treated and involved in programming and support.
- Maintain written records of compliance with program standards and guidelines.
- Monitor progress toward established program outputs and outcomes.
- Assist or participate in monitoring and ongoing evaluation of services

### **Education and Experience:**

Individuals should have experience and demonstrated competencies in early intervention, child development, family studies, community resources, and service-related agencies, as well as experience in providing group training and knowledge of adult learning strategies.

Individuals should hold a Bachelor's degree in Child Development, Special Education, or a related field with at least five years of relevant experience. A combination of education and experience may be considered.

Other professional development requirements include training in Strengthening Families, Social Emotional Foundations of Early Learning (SEFEL), Foundations of Early Learning and Development Standards (FELDS), and Cultural Competence.

## **Knowledge, Mindsets and Abilities:**

Effective team members should:

- Have a strong commitment to improving the lives of young children and their families;
- Have a strong desire to build relationships and engage with community members by working out in the community.
- Have strong communication skills and the ability to express self effectively and concisely, both orally and in writing;
- Know how to locate community resources and access services for childcare providers and families;
- Be able to establish and maintain effective working relationships with individuals from diverse backgrounds, including families, volunteers, supervisors, colleagues, private providers, and community agency personnel;
- Create and promote a customer-friendly atmosphere that is culturally responsive, professional, and strengths-based;
- Must possess the visual acuity to prepare and analyze data and figures, perform accounting duties, operate a computer terminal, and do extensive reading.
- Dependable transportation is a requirement of employment. Employees are reimbursed for mileage incurred while using their own car to carry out work duties, consistent with federal IRS rates and Smart Start Cost Principles.
- Knowledge of Johnston County preferred;
- Must be willing and available to work some nights and weekends;
- Written and oral fluency in English required;
- Must be able to lift up to 25 pounds frequently; and
- Must be able to pass a criminal background check.

## **Work Location**

The Partnership for Children of Johnston County is open to the public Monday – Thursday, 8:30 am-5 pm. The Partnership is a primarily on-site work environment; however, some positions do require regular off-site work locations.

## **Flexible Schedules**

Full-time employees generally work a 36-hour work week. Flexible schedules are available for some positions with prior approval of the supervisor and Executive Director. Our office location is closed to the public on Fridays; however, staff may choose to work on Fridays. This position is eligible for remote work on Fridays, as appropriate. Occasionally, mandatory staff development sessions or training may be held on Fridays, with advance notice.

## **EEO**

We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.



1406-A S. Pollock St. Selma, NC 27576  
Phone (919) 202-0002  
[www.partnershipforchildrenjoco.org](http://www.partnershipforchildrenjoco.org)

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**ADA**

We will make reasonable accommodations for employees in accordance with the Americans with Disabilities Act upon request (ADA).

**How to Apply:** Please follow the instructions on the Partnership's [Indeed page](#).