



Safe Baby Plus, Child Development Specialist

GENERAL SUMMARY: Under the leadership of the Safe Baby Program Director, provides and leads all opportunities to work with caregivers on child development related activities as stated in the Safe Baby contract.

PRINCIPAL CRITERIA and STANDARDS FOR PERFORMANCE:

- Provide hands on development screening at all WIC sites with parents and caregivers using the Ages and Stages Questionnaire (ASQ).
- Facilitate referrals to Early Steps as needed for participants.
- Provide phone consultations to all participants in the Safe Baby program that have concerns and/or questions about their child's development.
- Provide rescreens of the ASQ in person and by phone when necessary.
- Plan developmental screening events at all WIC sites so that parents and caregivers can schedule a time to execute screening in person.
- Works with DOH WIC staff to gather needed information for the completion and collaboration of Program Outcomes.
- Provides follow-up communication to developmental screening participants.
- Provides Safety Education/Community Resources, Support and/ASO resources to participants.
- Completes ASO requests as needed.
- Supplies educational materials to WIC sites and staff on developmental screening.
- Provides additional support to WIRS staff at the office with duties such as but not limited to processing ASO pickups and deliveries, assisting with data entry, contacting participants for follow-ups, complete Intakes by phone and filling.
- Facilitates and/or assists participants in contacting services in the community when needed.
- Ensures that identified higher risks participants are followed and linked to concrete and social support.
- Maintains and Secures Data for Healthy Start and Funder.
- Demonstrates flexibility with site locations, hours of operation, space and availability
- Attends specified WIC Staff Meetings, Community Outreach, Healthy Start Coalition Meetings and any required Training and Supervisions.
- Other duties as needed.

KNOWLEDGE, SPECIAL SKILLS, and PHYSICAL REQUIREMENTS:

- Bachelor's degree in social services or related field.
- Minimum one year experience working with the Ages and Stages Developmental Screening Tool.
- Excellent written and verbal communication skills; bilingual in English and Spanish required.
- Working knowledge of word-processing, spreadsheet and related basic computer software; including MS Word, MS Excel, etc.
- Effective organizational and time management skills.
- Must have reliable personal transportation, insurance and a valid State of Florida driver's license.
- Proficient in technology and programs Excel, Word, Outlook, etc.

- Light physical activity performing non-strenuous daily activities of an administrative nature.
- Light lifting / moving up to 10 lbs.
- Manual dexterity sufficient to reach/handle items, work with the fingers and perceives attributes of objects and materials.
- Close/distance/peripheral and depth perception.

SERVICE EXCELLENCE STANDARDS:

- Exhibits a total commitment to maintaining high quality service standards of the Healthy Start Coalition.
- Functions as an effective team member in accordance with agency policies and procedures.
- Demonstrates professionalism in dealing proactively with clients, supports, providers, and the Board and general public.
- Works effectively with diverse populations, demonstrating an understanding of, and sensitivity to differences in cultural characteristics, socioeconomic status, and background experiences of the agency's service recipients.

EOE/DFWP/Smoke-free workplace/campus.

Qualified candidates email to jobs@hstart.org resume by 9/23/24.