

**BUTLER COUNTY**  
*Board of*  
**DEVELOPMENTAL  
 DISABILITIES**  
 POSITION POSTING

<b>Position Title</b>	Developmental Specialist – Part Time	<b>FLSA Status</b>	Non-Exempt/Bargaining Unit #2
<b>Salary</b>	\$19.61 per hour (negotiable)	<b>Hours</b>	Up to 38 hours bi-weekly
<b>QUALIFICATIONS:</b>			
<ul style="list-style-type: none"> <li>• Bachelor's degree in Early Intervention or related field.</li> <li>• 1 year professional or educational experience in Early Intervention or related field.</li> </ul>			
<b>EMPLOYMENT REQUIREMENTS:</b>			
<ul style="list-style-type: none"> <li>• Valid driver's license with acceptable driving abstract; must be insurable by the Board's insurance carrier; and must be able to get to meeting sites throughout the county and state.</li> <li>• Must pass a chemical dependency test</li> <li>• Acceptable criminal background check</li> <li>• Ability to lift up to 10 pounds</li> </ul>			
<b>CERTIFICATION AND/OR BILLING REQUIREMENTS:</b>			
<ul style="list-style-type: none"> <li>• Must be eligible to obtain and then maintain the Developmental Specialist Certification by following all requirements as defined by the Ohio Department of Developmental Disabilities (ODODD).</li> </ul>			
<b>GENERAL DESCRIPTION/ESSENTIAL FUNCTIONS:</b>			
<p>Plan and conduct home visits with a variety of families with varying educational and socioeconomic backgrounds.</p> <ul style="list-style-type: none"> <li>• Use education in application of theoretically based strategies, critical thinking, evidence based research, and to collaborate, and implement strategies with families and team members.</li> </ul> <p>Conduct developmental evaluations and assessments for intake as well as ongoing progress.</p> <ul style="list-style-type: none"> <li>• Use a variety of standardized testing, observations, interviews, histories, and screening tools to be able to implement strategies across developmental domains.</li> <li>• Use abstract reasoning and problem-solving to develop, adjust, add too, and/or revamp individualized strategies being tried in the home and community.</li> </ul> <p>Maintain daily work schedules and prioritize activities/visits to accommodate needs of families on own caseload and serve as an SSP as needed. Monitor timelines and schedule accordingly.</p> <p>Prepare for and participate in trans-disciplinary team meetings.</p> <ul style="list-style-type: none"> <li>• Prepare handouts, activities, pictures, information, and use extensive schooling/ and/or research necessary to provide appropriate strategies to team members and provide SSP visits as needed.</li> </ul>			
<b>SKILLS and COMPETENCIES:</b>			
<p><b>Knowledge in:</b>          Field of developmental disabilities; rights of individuals with disabilities; general office procedures; Board policies, procedures and by-laws and the State and Federal statutes and regulation on which they are based and health and safety standards; characteristics and needs of children birth to age 3 with developmental delays and disabilities, as well as instruction techniques and theories for children in this age range and programs and services offered by the Board.</p> <p><b>Ability to:</b>          Recognize unusual or threatening conditions and respond accordingly; work alone or as part of a team; maintain information in a confidential manner; deal with multiple priorities; maintain records and reports in a timely and accurate manner; convey general trust and confidence; maintain positive working relationships with others; organize time and prioritize multiple projects efficiently and effectively; communicate well orally and in writing; deal with difficult people; present a positive image to the public and manage administration office and define problems, collect data, establish facts, and draw valid conclusions.</p> <p><b>Demonstrated skill in:</b>          Communicating clearly in both written and verbal form; use of PC computer, including but not limited to, word processing and database software and excellent customer service.</p> <p><b>Knowledge and ongoing training in:</b>          Confidentiality &amp; Individual Rights, HIPAA, Incident Reporting, Incidents Adversely Affecting Health &amp; Safety (MUI/UI), Ohio Abuser Registry, Prohibited Employee Harassment, Training on Board Policies and Procedures</p>			

Equal Opportunity Employer and Service Provider

APPLY TO:  
 Human Resources Office  
 282 N Fair Ave  
 Hamilton, OH 45011  
 Posting Number: 10-28-19

First Date Posted: 10/28/19  
 Last Date Posted: 11/04/19