

JOB POSTING

TITLE: CHILD DEVELOPMENT SPECIALIST
REPORTS TO: SR. PROGRAM MANAGER
STATUS: NON EXEMPT/HOURLY/FULL-TIME
LOCATION: OAKLAND, CA
PAY: 25.00 HOUR

*****\$1,000 SIGN ON BONUS. 50% RECEIVED UPON HIRE, 50% AFTER 6 MONTHS PROBATION.*****

OUR MISSION & VISION

The Brighter Beginnings mission to “*support healthy births and successful development of children by partnering with parents and helping to build strong communities*“, gains its strength and aspiration from our core belief and vision that, “*Every family matters, and every child deserves a happy, healthy future.*”

OUR HISTORY

Brighter Beginnings is a 501c3 nonprofit organization and has been responding to the needs of families in resource-poor neighborhoods since 1984 when our work began in response to the alarming differences in mortality and illness rates among African American babies compared to other children.

Brighter Beginnings has grown into a respected and well-connected organization with locations in Oakland, Richmond, Bay Point, and Antioch. We have a multi-cultural, bi-lingual staff of passionate and committed family-service professionals; in fact, many of our staff came to this work because of the challenges they faced in their own families.

POSITION SUMMARY

The Child Development Specialist (CDS) will provide home visitation services and group socializations with pregnant women and parents with children from birth to 3 years old in the Early Head Start Home Visiting program. The average caseload is 12, with once a week visits per client (90 minutes long each), and two group socializations offered every month. The CDS will work with parents and children (infants/toddlers) to enhance the parents' ability to fill the role of primary nurturer of their child. The CDS will maintain on-going contact with families and work with all other components (health, nutrition, family services, mental health, special services, parent education and resource/referral) to integrate services into the family setting. Notes documenting after every visit with each client are done.

QUALIFICATIONS:

JOB QUALIFICATIONS AND EXPERIENCE

1. Four year degree preferred, but not required in Social Work, Psychology, Child Development, or some college with work experience. 12 ECE units desired.
2. Experience working with children from 0-3 years old is highly preferred.
3. Experience working doing home visitation is highly preferred.
4. Bilingual in Spanish is preferred but not required;
5. Able to assist families to develop case goals and plans.
6. Ability to teach, nurture and empower program participants.
7. Ability to work independently with a strong teamwork commitment.
8. Strong computer skills and familiarity with database entry.
9. Strong writing skills.
10. Good interpersonal, communication, time management and organizational skills.
11. High ethical standards.
12. Valid driver's license, clean driving record, reliable vehicle and car insurance. Must be able to pass background check and no history of abuse/neglect if offered position.

13. Experience working with diverse populations.

RESPONSIBILITIES:

1. Schedule, conduct and document weekly home visitation sessions with participating parents and their children to deliver curriculum designed to deliver child growth and development, health, educational, and nutritional information
2. Coordinate with parents to ensure that prenatal, well-child exams, immunizations, health and dental screenings, and nutrition assessments are complete and necessary follow up occurs
3. Complete family partnership agreements, developmental screenings and all other required assessments with families in a timely manner
4. Provide support in parent and child activities that encourages developmentally appropriate activities for the changing needs of infants and toddlers
5. Coordinate and implement bi-monthly group socializations
6. Complete required paperwork, documentation and grant reports in a timely manner to meet deadlines
7. Collaborate with community partner agencies to access services for participating families
8. Promote community awareness of programs through outreach in the community
9. Attend meetings, trainings, and professional development activities as appropriate
10. Occasional work on the weekends
11. Perform other duties as requested

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

SPECIAL ADA REQUIREMENTS

Brighter Beginnings is in full compliance with the Americans with Disabilities Act (ADA) and does not discriminate with regard to applicants or employees with disabilities, and will make reasonable accommodations when necessary.

1. For the purposes of ADA, the “Responsibilities” and “Qualifications” are essential job functions.
2. Work is normally performed in a typical interior/office work environment, with typical office noise and other disruption.
3. Limited physical effort is required.
4. Both standing and sitting are required, with most of the job time spent sitting. Approximately three-quarters of the time is spent using a computer keyboard.
5. Ability to occasionally lift 25 pounds, ability to quickly respond to small active children at play, have good flexibility to be able to sit on the floor to participate in children’s activities.
6. Various types of equipment/supplies are used to accomplish the job requirements and include, but are not limited to, pens, pencils, calculators, computer keyboards, telephone, printers, etc.
7. Required to drive to other work sites for meetings, conferences, etc.

BENEFITS

Competitive wages, friendly environment, two weeks of vacation (increase after 1 year of employment), 13 paid holidays; sick leave; employer-paid health, dental, vision, life and disability insurance; optional employee-paid dependent health coverage available, 403b retirement account with matching, FSA, Transit Benefit and EAP. Employees working full-time will receive these benefits.

APPLY

If you’re interested in this position, please email resume to jobs@brighter-beginnings.org or apply on indeed. Please make sure to subject the email with the position title that you are applying for.