

NOTICE OF AVAILABLE POSITION

POSITION TITLE: Developmental Specialist

BEGINNING

SALARY RANGE: \$20.17 - \$30.95 per hour

*Onboarding and retention incentives as applicable

POSITION

DESCRIPTION: Provides parent education and developmental instruction to achieve goals for child and family as identified on the Individualized Family Service Plan (IFSP). Responsible for caseloads ranging from 20-30 individuals.

DUTIES:

1. Provides early intervention services using evidence based curriculum in the child/family home or other natural environment(s) where the child participates in his/her daily routines using a teaming approach based on adult coaching in which one member is a primary service provider and receives supports from other team members.
2. Maintains required billing, casenotes and time keeping and submits in a timely manner.
3. Reports/plans as required within the assigned time frames. Case notes shall clearly document services provided and follow up required. Prepares professional reports and records as required including IFSP Reviews and Evaluation Team Reports. Ensures the confidentiality of all such information.
4. Performs evaluations and assessments in a team atmosphere, makes recommendations to team/family for IFSP outcome development, complete required portions of the Evaluation Team Report (ETR).
5. Develops and implements functional outcomes on the IFSP according to policy, procedures and the law.
6. Participates in ongoing Early Intervention team meetings and consults with other team members when necessary to meet the needs of the families.

7. Develops and implements functional outcomes and strategies for the IFSP according to policy, procedures and the law.
8. Implements intake and eligibility procedures for children 0-2, as required.
9. Other related duties assigned such as PLAY Project, Autism Diagnostic Observation Schedule (ADOS) Coordinator or Team Leader.
10. Participates in training and educational opportunities both at the agency and through other sources, including all statewide opportunities.

RESPONSIBLE TO: Director of Early Intervention

HOURS: Typically 8 hours daily, Monday through Friday (Flexible to meet agency/individuals served needs.)

- QUALIFICATIONS:**
1. Bachelor's Degree from a 4-year college or university in a related field according to the DODD Early Intervention Services Certification Procedures (degrees such as Child and Family Studies, Communication Sciences, Counseling, Nursing, Education, Human Development, Infant and Toddler Studies, Social Work, Sociology, Special Education, Physical Therapy, Occupational Therapy, Psychology, Health and Sciences, Recreation Therapy, Cognitive Science, Anthropology, Disabilities Studies).
 2. Over one year through three years of experience working with children birth to five, preferred.
 3. Experience with standard office equipment including computers with Microsoft Office and similar software for advanced computer use.
 4. Written and oral communication skills.
 5. Organizational skills.
 6. Establish and maintain rapport with children, Board employees, families, and other professionals.
 7. Ability to provide systematic developmental instruction and evaluate child/family progress.
 8. Ability to assist parent/caregiver to develop positive behavior strategies.
 9. Ability to work effectively as the leader/member of the interdisciplinary team.
 10. Ability to assess curriculum and assessment materials and make recommendations for improvement.
 11. Must have academic skills necessary to achieve acceptable scores on the Skills Ability Tests.
 12. Must obtain an Ohio Department of Developmental Disabilities (DODD) Developmental Specialist Certification.
 13. Must have a valid Ohio driver's license with a record that is acceptable by the agency's insurance carrier as verified by an annual driver's abstract.
 14. Must provide proof of liability insurance on personal vehicles.
 15. Must obtain and maintain First Aid, Infant/Child and Adult CPR certification.

CONTACT:

Jana McVetta, Director of Human Resources
Allen County Board of Developmental Disabilities
2500 Ada Road
Lima, OH 45801
(419) 221-1385

DATE POSTED:

October 28, 2025

FINAL DATE FOR

ACCEPTING APPLICATIONS: Until Filled

****APPLICATION / TRANSFER PROCEDURE**

Persons presently employed by this agency must submit an *Application for Internal Job Posting*.

Persons not employed with this agency, please submit an Application for Employment and/or resume and cover letter to: Human Resource Department, Allen County Board of Developmental Disabilities, 2500 Ada Road, Lima, OH 45801 or hr@acbdd.org.

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