

## EARLY INTERVENTION SPECIALIST (Exempt)

The mission of The Warren Center, *for children with developmental differences* is to provide quality services for children with developmental differences or disabilities and caring support for their families.

**Our vision is that children with developmental differences or disabilities achieve their full potential.**

We accomplish our mission and vision by:

- a) ensuring that each child makes developmental gains
- b) ensuring that families have the tools to understand, support, and advocate for their children;
- c) demonstrating leadership in our field which assures community investment; and
- d) being responsible stewards of our human, financial, and capital resources.

**The values of The Warren Center, *for children with developmental differences* include:**

- **Children and families come first.**
- We can be **trusted** to support children, families, and the agency to move forward, set goals, create and implement action plans, and evaluate the process and results.
- We are **resourceful** in making decisions and solving problems.
- *We behave **ethically*** both in professional and business behavior.
- Professional **expertise** is paramount to providing quality services.

### **Job Purpose**

The Early Intervention Specialist (EIS) supports the overall mission and purpose of **The Warren Center** by effectively evaluating and treating the developmental needs of children enrolled in **The Warren Center ECI** and its programs. Consultation for other **The Warren Center** programs may be contracted on an as-needed basis.

### **Primary Results and Responsibilities**

***Direct and consultative developmental services are designed and implemented to meet the needs of children and families. Responsibilities include:***

- Assess the need for developmental services
- Plan, implement, and revise appropriate developmental plans for children and families
- Provide the services directly to children and families or as a consultant to other service providers
- Document all services, activities, and consultations within areas of training and expertise.

***Service coordination is provided that addresses and anticipates the needs of the child and family. Responsibilities include:***

- Collaborate with families in a non-judgmental, healthy, helping relationship
- Conduct intakes that focus on regular routines within the context of the family's life that enhance each child's development.
- Coordinate services for each child and family on caseload
- Document all service coordination activities
- Provide resources to and for the family and for agency and community opportunities
- Be an agent for problem solving
- Collaborate with other service providers

***Transdisciplinary teaming ensures that the developmental needs and service delivery needs are comprehensive and meet the needs of the child and family. Responsibilities include:***

- Joint program planning
- Mutual support
- Active agency participation and involvement
- Share self and knowledge with team members
- Supervise student interns or volunteers as appropriate

***Professional development activities are planned and implemented that advance the individual capabilities of the EIS and***

***meet the needs of the program and the agency Responsibilities include:***

- Demonstrate professional conduct and ethical practice at all times
- Endorse **The Warren Center** philosophy of service delivery, policies, and procedures
- Participate in continuing education and interagency exchange
- Serve as a resource for agency and community opportunities

**Qualifications**

***Education***

- Required - Minimum of a Bachelor's Degree from an accredited college or university in the fields of child development, early childhood education, social work, special education, or a related degree.
- Preferred - Masters Degree or above

***Licensure/Certification/Registration***

- Required - Certified or registered or in process of applying for EIS Professional as detailed in policies of Texas Early Childhood Intervention. Current CPR and First Aid certification.

***Experience:***

- Required - Employment or practicum experience working with infants, toddlers, preschoolers, and/or their families.

**Additional Skills and Abilities**

- Required - Strong interpersonal and communication skills to interact with children, families, team members, physicians, and professionals in related fields; organizational skills and ability to meet the paperwork demands of a large caseload; ability to appropriately observe professional boundaries with clients; ability to apply knowledge of child development in practice; ability to work a flexible schedule including some night visits.
- Preferred - Skills in conflict management, negotiation, and resolution, teamwork skills, ability to work amid distractions.

**Working Conditions**

***Physical requirements***

- Moderate to heavy physical exertion, including pushing, pulling, lifting, or carrying up to 50 pounds.
- Kneeling, stooping, sitting on floor, rising from sitting, walking, standing.
- Finger dexterity.
- Good vision.

***Cognitive or Mental requirements***

- Ability to read, write, and perform simple math.
- Ability to create methodologies and strategies to accomplish goals.
- Ability to analyze and synthesize data, develop plans, strategies, and outcomes based on data analysis.
- Ability to use common office equipment.
- Knowledge and use of common computer office software and email.

***Working Environment***

- Work is performed in an office shared by several people, therapeutic playroom, child-care setting or client home.
- Work includes driving to and from a variety of settings within the program's service area.
- Policies exist regarding Universal Health Precautions and Safety in the Workplace: training is provided and practice of these procedures is monitored for all staff.

**Supervision**

This position reports directly to a Team Leader, Assistant Director and to the ECI Program Director and indirectly to the

