



## **Job Title: Early Intervention Specialist**

Revision Date: 01/06/2022

Supervisor Title: Manager of Early Intervention Services, Director of Early Intervention Services

Supervisory Responsibilities: None

FLSA Status: Non-exempt Hourly

Full-Time, Benefits Eligible, 32-40 Hours Per Week

At-Will Position

**Beyond Blindness** is a California Nonprofit Corporation founded in 1962 whose mission is to empower children with visual impairments and other disabilities to achieve their fullest potential. We envision a world where all children, no matter their abilities, are equipped to live full and rewarding lives. We value People First, championing and building upon the inherent strengths and value within each child, as well as Family, Connection, Impact, Inclusion, Stewardship, and Optimism.

**Beyond Blindness** is the only organization of its kind in Southern California that provides all of the support and services — outside of medical care — that children with visual impairments and other disabilities need to develop to their highest potential and live fulfilling lives. Beyond Blindness is a one-stop support resource for these children, and their families, and provides services in clients' homes, at its location in Santa Ana, and in schools throughout Orange County.

### **Position Summary:**

The Early Intervention Specialist position conducts developmental skills assessments, provides individualized reports for each child and their family, assesses child and family needs, provides resource and referral services, and consults with a variety of community agencies and professionals for in-home clients and their families. This specialist serves students and families in the home and/or on the Beyond Blindness site.

This job description is intended as a guide to the general job responsibilities.

### **Responsibilities Include:**

- Provides in-home clients and their families with quality developmental services.
- Maintains regular communication with supervisor.
- Participates in Individualized Family Service Plan and Individualized Educational Plan transition meetings.
- Develops and updates individual outcomes for infants and their families through progress evaluation and reports.
- Awareness of and know how to access community resources.
- Participates in trainings and meetings.
- Maintain toys and educational supplies.
- Maintains daily records and billing information.
- Represents client interest and shares authorized information with coordinating agencies.
- Treats clients, families and others with empathy and respect and conducts self in a professional manner.
- Establishes and maintains interpersonal relationships with teammates, community organizations, supervisors, and leadership.
- Complies with organizational guidelines and Health Insurance Portability and Accountability Act.
- Conducts self in accordance with Agency's mission, vision, and values at all times.
- Promotes and conducts parent tours.
- Works weekends and evenings as needed.
- Other professional, job-related duties as assigned.

**Education/Requirements:**

Bachelor's Degree in child development or related field

Coursework toward a VI Credential preferred

Early Childhood Education College Units including:

- Child Growth & Development
- Family, Child, and Community
- Program Planning & Curriculum
- 3 Additional Units in an Infant/Toddler Specific Elective

**Experience:**

Experience working with special needs population, preferably with young children, preferred.

**Licensing & Accreditation Requirements:**

All employees working for Beyond Blindness are required to always meet the following:

1. LiveScan Fingerprint clearance and background check - DOJ/FBI/Child Abuse Index (one time or upon re-hire)
2. Health Screening (one time or upon re-hire)
3. Proof of immunity to Measles or MMR Vaccination Record (one time)
4. Flu Vaccine within one year (and each year thereafter)
5. TDAP Vaccine within last 10 years (and every 10 years thereafter)
6. Current COVID-19 Vaccine (fully vaccinated)
7. Clear TB test or Chest X-ray within last 4 years (and every 4 years thereafter)
8. Current up-to-date Credential, License, Certification or Units for employment

**Beyond Blindness** offers competitive salary and benefits programs including medical, dental, vision and life and disability insurance to employees as well as generous vacation, holiday, and sick time policies. We also have a variety of additional continuing education, employee referral and childcare programs for eligible employees. We also offer a diverse community of employees and clients with an emphasis on a culture of engagement, positivity, and support.

**People First \* Family \* Connection \* Impact \* Inclusion \* Stewardship \* Optimism**