

Job Title	Child Development Specialist
Employer/ Agency	The Harris Center for Mental Health and IDD
Job Description	<p>The Harris Center for Mental Health and IDD (“The HARRIS CENTER”) is looking for a Child Development Specialist to join our team. Provides Early Childhood Intervention Services. These services include Referral, Assessment, Intervention and Service Coordination to infants and toddlers birth to 3 years old and their families. Requires travel to child’s home or other community site and flexible working hours.</p> <p>Your role in action:</p> <ul style="list-style-type: none"> • Conducts telephone interviews to processes referrals and schedule initial evaluations and initial Individual Family Service Plans [IFSP] • Assesses development for initial and annual eligibility • Assesses development and ongoing progress in order to meet the needs of the child and family. • Develops initial IFSPs with team members including the family • Schedules and reviews IFSPs every 6 months and annually • Provides Specialized Skills Training to address developmental needs • Provides Service Coordination to address child and family needs • Documents every contact and attempts to contact families electronically • Submits electronic documentation according to agency policy • Meets requirements to comply with ECI procedural safeguards and confidentiality • Meets ECI and agency required training policies • Meets annual requirements to renew EIS Certificate • Conducts chart audits to meet ECI policies and procedures • Provides written audit feedback to managers and staff • Provides ECI required and ongoing training • Maintains accuracy of EIS Registry • Assesses ECI training needs • Develops IPDPs and monitors completion of ECI CSPD • Provides mentoring visits to complete CSPD activities and as needed • Performs other related duties as assigned
Qualifications	<p>Education:</p> <ul style="list-style-type: none"> • A Bachelor's degree in the following studies/ sciences required: Social Sciences: - Psychology, Social Work, Sociology Health Sciences: - Nursing, Rehabilitation Therapy Human Development and Family Studies/ Family Sciences, Family Studies, Family Sciences: - Counseling - Special Education, Early Childhood Special Education - Child Life - Child Development (w/out infant and toddler emphasis)

	<ul style="list-style-type: none"> - Early Childhood Education (EC-grade 6 or Pre-K-grade3) <p>Infant and Toddler Studies/ Development:</p> <ul style="list-style-type: none"> - Child Life - Early Care and Early Childhood, Early Childhood Development, Early Childhood Special Education <p>Experience:</p> <ul style="list-style-type: none"> • Experience working with children from birth to three[3] years old is preferred. <p>Other Key Qualifications:</p> <ul style="list-style-type: none"> • Must maintain a valid Texas Driver's License and be insurable under Agency policy. • Bi-lingual candidate highly preferred <p>Knowledge Skills & Abilities:</p> <ul style="list-style-type: none"> • The person must have well-developed interpersonal, organizational, and problem-solving skills and be a team player with a desire to provide a high level of customer service. • Possess strong verbal and written communication skills and interact effectively at all levels within the organization. • Strong interpersonal skills and the ability to work within a team environment. • Cooperative and willing to assist others. • Excellent organizational skills.
Salary/Hours	Full-Time \$58360.00 / Year
City, State, Zip	Houston, TX
Application Method	Apply Here: https://www.theharriscenter.org/careers
Opening Date	Immediately

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