

**Job Title:** Child Development Specialist  
**Department:** Healthy Families Program  
**Location:** 1382 Kilauea Avenue  
 Hilo, HI 96720  
**Reports To:** Jennifer Kaaa, Clinical Supervisor  
**FLSA Status:** Non-Exempt.  
**Prepared By:** Andrew A. Kahili, Community Relations and Events Officer and Program Director  
**Prepared Date:** 2/25/2011  
**Revision Number:** 6  
**Revision Date:** 8/1/2021  
**Reviewed By:** Jennifer Kaaa (Clinical Supervisor) and Andrew A. Kahili (Community Relations and Events Officer and Program Director)  
**Approved By:** Kathleen McGilvray, Chief Executive Officer   
**Approved Date:** Aug 25, 2021 Kathleen McGilvray (Aug 25, 2021 10:14 HST)

**Summary** The Child Development Specialist under the general direction of the Clinical Supervisor shall identify, assess, and monitor children with developmental concerns and provide interventions and referrals as appropriate, while working as part of a team.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Performance Appraisal					
Date of Appraisal: _____					
#	Essential Duty and/or Responsibility	UN	SA	EX	Comment
1.	Upholds and furthers the mission of the YWCA of Hawaii Island, which is dedicated to eliminating racism, empowering women, and promoting peace, justice, freedom, and dignity for all.				
2.	Observes and plays with child and confers with child's parents and other professionals periodically to obtain information relating to child's mental and physical development.				

Job Description- Child Development Specialist Rev. 6 8-13-2021.docx

#	Essential Duty and/or Responsibility	UN	SA	EX	Comment
3.	Evaluates child's responses to determine levels of child's physical and mental development.				
4.	Determines parent's ability to comprehend and apply therapeutic and behavior modification techniques and parent's social and emotional needs to formulate teaching plan.				
5.	Develops individual teaching plan covering self-help, motor, social, cognitive, and language skills development for parents to implement in home.				
6.	Instruct parents individually or in groups in behavior modification, physical development, language development, and conceptual learning exercises and activities.				
7.	Revises teaching plan to correspond with child's rate of development.				
8.	Counsel parents and organizes groups of parents in similar situations to provide social and emotional support for parents.				
9.	Refers parents and child to social service agencies and facilities for additional services and financial assistance.				
10.	Consults and coordinates plans with other professionals.				
11.	Prepares regular statistical and narrative reports.				
12.	Attends all required staff meetings and trainings.				
13.	Attends and participates in all mandatory and job specific trainings.				
14.	Participate in staff and team meetings.				

#	Essential Duty and/or Responsibility	UN	SA	EX	Comment
15.	Cleans, organizes, and maintains work area including equipment.				
16.	Performs other related duties as assigned.				
17.	Assists with evening and weekend work when necessary.				

Key: UN – Unsatisfactory; needs work – consistently requires items to be reworked, re-educated, re-trained. Cannot let the employee work independently. Each UN requires a plan of corrective action to be attached to the performance appraisal.

SA -- Satisfactory; does the job as expected. The employee is doing as instructed and can work independently with little rework, re-education, or re-training.

EX -- Exceeds expectations. The employee consistently does more than expected. As supervisor, you consider allowing this person to take the lead on some projects you believe the employee would excel in. Each EX should have a comment about why the person got an EX.

### Supervisory Responsibilities

This job has no supervisory responsibilities.

### Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

1. Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
2. Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs, responds to requests for service and assistance; Meets commitments.
3. Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
4. Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

5. Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
6. Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
7. Managing People - Makes self-available to staff.
8. Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment; Builds a diverse workforce.
9. Ethics - Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
10. Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.
11. Judgment – Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
12. Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.
13. Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently.
14. Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
15. Quality – Demonstrates accuracy and thoroughness; applies feedback to improve performance; monitors own work to ensure quality.
16. Quantity - Meets productivity standards; Completes work in timely manner.
17. Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

18. Adaptability - Adapts to changes in the work environment; Manages competing demands; Change's approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
19. Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
20. Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.
21. Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
22. Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

Bachelor's degree (B. A.) from four-year College or university; in early childhood education, or a bachelor's degree in another field with experience in child development may be substituted.

### **Other Qualifications**

- Must be HOME and NCAST certified or eligible for certification.
- Must be organized and good with detail work, flexible, self-directed, and good at communication and teamwork.
- Demonstrates understanding of child abuse and neglect dynamics, child development and parent-child interaction.
- Must have knowledge of the community and related issues and concerns; culture and customs; organizations, groups, and associations interested in and/or servicing our community in East Hawai'i.

Job Description- Child Development Specialist Rev. 6 8-13-2021.docx

- Must possess a current Hawai'i Driver's License.
- Must have use of dependable automobile.
- Must carry current automobile insurance with the following minimum coverage, \$100,000, \$300,000.
- Must have clean driving abstract.
- Must have a clean criminal background/record check.
- Must pass a pre-employment drug screen.
- TB clearance desirable.
- First Aid and CPR desirable.

### **Computer Skills**

Must be proficient in the use of Microsoft Office Professional Suite.

### **Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

Ability to speak effectively before groups of customers or employees of organization.

### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; talk or hear and taste or smell. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee usually works in indoor office or multipurpose room conditions. The noise level in the work environment is occasionally quiet and usually moderate to noisy.

*The above information on this description has been designed to indicate the general nature and level of work performed by an employee in this classification. It is not to be interpreted as a comprehensive inventory, or all duties, responsibilities and qualifications of employees assigned to this description. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of this position.*

Employee Signature: \_\_\_\_\_

Employee Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_



---

*Performance Appraisal:*

*I have had an opportunity to discuss the ratings on this job description with my supervisor. The next steps course of action, if needed, are attached to this appraisal. Any additional comments I have are listed below:*

---

---

---

---

---

---

---

*Employee Signature:* \_\_\_\_\_

*Employee Printed Name:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Supervisor Signature:* \_\_\_\_\_

*Supervisor Printed Name:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Program Director Signature:* \_\_\_\_\_

*Program Director Printed Name:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*COO Signature:* \_\_\_\_\_

*COO Printed Name:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*CEO Signature:* \_\_\_\_\_

*CEO Printed Name:* \_\_\_\_\_ *Date:* \_\_\_\_\_

# Job Description- Child Development Specialist





## Rev. 6 8-13-2021

Final Audit Report

2021-08-25

Created:	2021-08-16
By:	Lorraine Davis (ldavis@ywcakahawaiiisland.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAN71I6hMjMIAvHw8-DKjO6y6eA1XoXPB2

## "Job Description- Child Development Specialist Rev. 6 8-13-2021" History

-  Document created by Lorraine Davis (ldavis@ywcakahawaiiisland.org)  
2021-08-16 - 4:56:15 PM GMT- IP address: 72.234.105.157
-  Document emailed to Kathleen McGilvray (kmcgilvray@ywcakahawaiiisland.org) for signature  
2021-08-16 - 4:58:10 PM GMT
-  Email viewed by Kathleen McGilvray (kmcgilvray@ywcakahawaiiisland.org)  
2021-08-25 - 8:14:29 PM GMT- IP address: 54.183.235.223
-  Document e-signed by Kathleen McGilvray (kmcgilvray@ywcakahawaiiisland.org)  
Signature Date: 2021-08-25 - 8:14:58 PM GMT - Time Source: server- IP address: 72.234.104.170
-  Agreement completed.  
2021-08-25 - 8:14:58 PM GMT