

Organization: **Youth & Family Services (YFS)**
Department: **Child Development Center (CDC)**

Position: **Early Head Start Developmental Specialist**
Status: **Full-Time**
Reports to: **Site Coordinator**
Location: **Rapid City, SD**

Work Schedule:

Work Days: Monday through Friday
Hours/Week: 40
Flexible work schedule.

Non-smoking work environment. Wage DOEQ. E.O.E.

Benefits: YFS strives to provide its employees with top-quality benefits. YFS employees are offered medical, dental, vision, long-term disability, and life insurance as well as multiple paid holidays, paid vacation and sick leave, 401K and retirement/pension options, discounts at select local businesses and more! Click here to view a copy of our [Benefit Synopsis](#).

Minimum Qualifications: Master's degree in Early Childhood Education or early childhood education/special education endorsement/certificates preferred; other related masters considered. Bachelor's degree in Early Childhood Education or early childhood education/special education endorsement/certificates considered. Maintain current credentials and certifications. Must meet SD Child Care Licensing Regulations if required for position. Experience or formal training in working with children and low income families. Maintain confidentiality as it relates to information about children, families, and other staff members. Ability to communicate and cooperate with other staff and persons of all socio-economic levels and diverse populations effectively and tactfully. Computer competency. Personal vehicle with current liability insurance and a valid driver's license required.

Essential Functions: Support Individualized Family Service Plan (IFSP) goals and intervention strategies through inclusion activities. Participate in the developmental screenings. Attend staffing's, home visits and conferences as needed. Assist in securing the non-federal match as required. Establish and maintain a collaborative relationship with staff and families. Maintain case load based on developmental needs of children. Provide training to help develop knowledge, understanding, skills and experience in appropriate development. Understand and implement Child Care Licensing Standards, Head Start Performance Standards and other applicable federal, state and local regulations. Obtain American Society for Quality (ASQ) training and ensure correct implementation. Prepare reports and attend meetings and training as requested. Follow Youth & Family Services Discipline Policy and Behavior Management Guidelines.

Additional Functions: Familiarity with Early Head Start Curriculum and Assessments. Attend IFSP meetings. Assist with program advancement. Assist in data entry of program records. Promote and support all YFS programs and services. Act in accordance with purpose, philosophy, values, goals, policies, and procedures of YFS. Perform additional duties as assigned by supervisor.

Environmental Functions: Ability to lift up to 50 lbs. Ability and willingness to meet travel needs of the position, including out of town travel. Maintain a flexible work schedule.

How to Apply: For consideration, an application for employment must be submitted to the YFS Human Resource Department. Application may be downloaded at: <http://www.youthandfamilyservices.org/careers/>. Please note that resume only will not be accepted.

How to Submit Application:

By email: yfshr@youthandfamilyservices.org

In person or by mail: Youth & Family Services, 1920 N. Plaza Blvd., Rapid City, SD 57702

Other location: One Stop Career Center

Any questions? Call HR Team at 605-342-4195!