

Champaign County Regional Planning Commission

POSITION DESCRIPTION

Position Title: Social/Emotional Development Specialist

Reports to: Child and Family Services Manager

Supervises: N/A

FLSA STATUS: Exempt Non-Exempt

Position Purpose:

Coordinates social-emotional and behavioral services for children in Head Start/Early Head Start and their families. Maintains a connection with community resources. Provides screening and services to children with social-emotional, behavioral or developmental concerns. Provides counseling services to children and their families. Provides training to staff and families related to social-emotional development and wellness.

Specific Duties and Responsibilities:

- Implement Active Supervision of Children procedures to ensure each child is safe and accounted for at all times.
 - Establishes and maintains a system of service for screening children for whom parents or teachers have social-emotional and behavior concerns.
 - Conforms to Head Start Program Performance Standards to children, families and staff have an ongoing source for social-emotional and behavioral education and services.
 - Establishes formal and informal relationships with community resources providing social-emotional and behavioral services.
 - Establishes and maintains a systematic procedure to track the provision of screening services.
 - Establishes and maintains a system which insures ongoing communication with parents of children with identified social-emotional or behavioral concerns with efforts to facilitate a behavioral/treatment plan and follow-up.
 - Provides play therapy to children and counseling services to parents as requested and/or referred with efforts to enhance the overall family system.
 - Works with parents to familiarize them with information and education concerning topics of social-emotional learning and behavioral concerns.
 - Observes each classroom during the first semester to assess social-emotional climate. Observes each classroom during the second semester as time permits.
- Identifies and provides needed training for staff and parents, particularly for those who care for children exhibiting social-emotional or behavioral challenges.
- Develops/revises annual parent satisfaction survey each spring. Compiles surveys and prepares report by July.
 - Develops and maintains confidential counseling files for each counseling participant.
 - Provides required monthly, quarterly, and annual reports of service.

- Develops and maintains up-to-date any child needing support to develop age appropriate cooperative behavior.
- Assists the Child and Family Services Manager with IEP caseloads as assigned.

General Duties and Responsibilities:

- Uses available technology to increase efficiency, maintain accurate up to date records and accurate up to date reports.
- Others duties as assigned.

Required Knowledge, Skills, and Abilities:

- Masters Degree in psychology, developmental psychology, counseling, or related field with license to provide counseling services.
- Two years professional experience working with children and families.
- Knowledge of community resources as they relate to Head Start/Early Head Start children and families particularly as these resources relate to social-emotional development and behavioral issues preferred.
- Strong skills in the use of common office software for word processing, spreadsheets and data bases. Ability to learn the use of web-based systems.
- Effective interpersonal, oral and written communication skills necessary to relate well to children, parents, and community.
- Ability to travel to meeting, training, service providers and other work sites.
- Respect for family and staff confidentiality.
- Respect for the principles of EEO and ADA.

Essential Functions:

This document contains a description of a general class of positions within the Champaign County Regional Planning Commission Salary Administration Program. The description contains examples of duties and responsibilities that many or may not be considered to be "essential function" to a particular job or position within this job class. "Essential functions" are to be determined at the position or job level within each department.

Approved by Policy Council: 2016

Signature of Employee _____ Date _____