



Right Track Developmental Specialist

Purpose Statement

The job of the Right Track Developmental Specialist is to provide in-home developmental screenings, parent support, consultation, and referrals to community resources for families with infants and toddlers throughout Burleigh, Morton, Grant, Oliver, Mercer, McLean, Sheridan, Emmons and Kidder counties in Region VII.

Supervisory Relationship

Reports to: Right Track Coordinator

Essential Functions

- **Adhere to Policies:** Follow Right Track and Bismarck Public Schools policies and procedures.
- **Develop Community Resource Knowledge:** Gain comprehensive knowledge of community resources and programs available for families with infants and toddlers.
- **Administer Screenings:** Conduct developmental screenings according to provided guidelines, complete follow-up services, and make appropriate recommendations/referrals.
- **Maintain Records:** Keep accurate records through secured online data system and on designated forms to track home visits, screenings, contacts, referrals, and services provided.
- **Attend Training and Supervision:** Participate in quarterly meetings/trainings and supervision sessions as offered.
- **Provide Parent Support:** Offer parents developmentally appropriate enrichment activities and current information on early childhood issues.
- **Referral Services:** Provide referral information for appropriate services to support families' needs.
- **Home Visits:** Conduct home visits to assigned families, offering developmental screenings, community resources, and suggestions for activities that enhance the child's development.
- **Schedule Visits:** Plan and schedule home visits and screenings monthly as authorized by the Right Track Program Coordinator.
- **Dual Compensation Compliance:** Certify that no dual compensation is received from other jobs while performing Right Track services, ensuring compliance with leave policies.
- **Confidentiality:** Maintain confidentiality of all information obtained or accessed during services, stored securely as required by Right Track.
- **File Management:** Manage records/files using designated forms and return all documents to the Right Track office as per Right Track procedures.
- **Address Concerns:** You are considered a mandated reporter and will report child abuse, neglect, or exploitation.

Job Requirements: Minimum Qualifications

Skills

- Proficiency in conducting developmental screenings and following provided guidelines.
- Ability to develop and maintain knowledge of community resources and programs.
- Effective communication skills for providing parent support and consultation.
- Competence in maintaining accurate records and documentation.

Knowledge

- Understanding of early childhood development and best practices in developmental screening.
- Familiarity with community resources and referral processes.
- Knowledge of confidentiality protocols and data management.

Abilities

- Schedule and conduct home visits and screenings in a timely manner.
- Work independently and collaboratively with families and community resources.
- Maintain confidentiality and handle sensitive information securely.

Responsibility

Work effectively under limited supervision. Utilize resources provided by the Right Track program to perform job functions. Impact the organization's services through the delivery of high- quality developmental screenings, parent support, and referrals.

Work Environment

Physical demands include frequent lifting, bending, and sitting on the floor to interact with children. The job involves conducting home visits and requires reliable self-transportation. Generally performed in home environments or other settings with exposure to varying conditions.

Experience

Job-related experience working with infants and toddlers is preferred.

Education

Bachelor's degree in early childhood education, child development, social work, or a related field.

Clearances

Adhere to Bismarck Public Schools Criminal Justice Fingerprint/Background Clearance checks.