



Delta Gamma Center for Children
with Visual Impairments

Program Specialist

POSITION SUMMARY

The Program Specialist at DGCKids supports the learning and development of children who are blind or visually impaired and their families. Our service model is family-centered and involves a holistic, multidisciplinary team approach to bringing critical resources to children, their families, and caregivers.

RESPONSIBILITIES

- Early Intervention
 - Works as a member of a multi-disciplinary team that might include teachers of the visually impaired (TVI), physical, speech and occupational therapists and social workers to provide intervention services for children birth to age three with visual impairments and other disabilities
 - Provides developmental and educational experiences for children in a variety of settings – classroom, home or center-based programs to improve motor, communication, adaptive, social-emotional, and cognitive skills carrying out TVI and therapist recommended strategies
 - Gathers information to help identify and respond to the child's functioning and the family's concerns, priorities and resources, and assists with the development of individual goals
- Family Support
 - Plans, coordinates, and facilitates group child and family activities and events
 - Assists the director of family support services in gathering information on topics of concern, community activities and resources
- Vision Screening
 - Conducts vision screenings for young children in educational and community settings including processing screening data and following up on results
 - Assists with coordination and scheduling of vision screening services
- Group Recreation and Developmental Support (GRADS)
 - Provide a safe, fun, and challenging learning environment for school age children to build social skills and friendships, become more independent, and participate in community activities
 - Collaborates with program staff to develop and monitor progress on individual learning goals, plan and facilitate activities, and ensure adaptations are made to enable full participation of all group members

- General
 - Provides oral and written reports of services provided and progress updates to parents, team members and management including maintaining client files in compliance with DGCKids requirements
 - Communicates regularly with parents/guardians of participants, providing notification of activities and progress on individual goals
 - Works closely with parents and team members to assure high quality and coordinated service delivery
 - Collaborates to recruit, engage and supervise volunteers
 - Assists in the evaluation of services to improve and expand programming
 - Other duties as assigned such as assisting with special events

QUALIFICATIONS

- Bachelor's Degree in Child Development, Special Education, Elementary Education, Early Childhood, or Social Work is required
- Three years of experience working with children age birth to five years with disabilities and their families is required; experience working with children with visual impairments and/or children over five years old is preferred
- Possess strong interpersonal and communication skills with children and families from diverse backgrounds and other professionals
- Capable of meeting deadlines and seeking supervisory consultation when necessary
- Ability to organize effectively, function independently, as well as collaborate as part of a team
- Demonstrate flexibility in scheduling to meet needs of families and programs
- Ability and willingness to travel independently to provide home and community-based services as assigned
- Competent with technology including Microsoft Office (Word, Excel, PowerPoint), familiarity with database systems

REPORTS TO

Director of Early Intervention Services

TERMS OF EMPLOYMENT

- Full-time (37.5 hour work week) with some evening and weekend hours
- Must have a car and maintain a valid driver's license, auto insurance and acceptable driving record to meet travel requirements of service area
- Background check, drug screen and health certification completed upon offer of employment

- Depending on education and experience, may need to complete training related to working with children with visual impairments and other disabilities provided by DGCKids
- Must be physically able to lift or move 30-50 pounds; push/pull and lift equipment and supplies; assist children by bending, crouching, kneeling, sitting in chairs and/or on floor and reaching in all directions; and stand, sit or drive for long periods

BENEFITS

DGCKids is an equal opportunity employer and offers benefits (according to employment classification), including:

- Medical, dental and life insurance
- Defined contribution pension & tax-deferred annuity plans
- Paid time off: vacation, sick leave, personal time, holidays, winter (one week) and summer (one week) breaks
- Professional development opportunities: educational reimbursement, conferences and trainings
- Mileage reimbursement

Learn more at www.dgckids.org.

To apply, email a resume and cover letter to employment@dgckids.org.