

## Internal/External Job Announcement

**Employer: CHILD DEVELOPMENT CENTER INC**

**Open Date:** July 2, 2021

**Close Date:** Open until filled. First review of applications will be July 19, 2021.

**Openings:** 1 (40 hour, 1 FTE)

**Job Title:** Family Support Specialist

**Salary:** \$16.00/hour, DOE

**Location:**

Kalispell Office  
1725 MT Hwy 35  
Kalispell, MT 59901

**Agency Overview:**

The Child Development Center is a nonprofit that partners with families to help them support their children with developmental delays and disabilities where they live, play, and grow. We work in our families' homes and communities across western Montana. The Center is headquartered in Missoula, MT, with an additional office in Kalispell. Most of our services are provided at no cost to families.

**Job Details:**

The Family Support Specialist position is for a home-based intervention program serving children with development disabilities. This position develops, implements and evaluates Individualized Family Service Plans (IFSP's), makes family visits and contacts, maintains records, coordinates with other professionals, advocates for families, participates in agency responsibilities, and maintains professional development, public relations, and specialized family care among other duties assigned.

**Qualifications:**

A bachelor's degree from an accredited college or university with emphasis in early childhood, special education, psychology, or closely related human service discipline is required.

Travel is required, so applicant must possess a valid Montana driver's license and have reliable insured transportation. Applicant must also have the ability to pass a background check.

**Preferred Qualifications:**

Behavior management skills and experience

**Benefits:**

The Child Development Center offers a competitive salary and excellent benefits. All full-time employees receive a benefits package that may include health, voluntary dental & vision insurance, health savings account with employer contribution, medical and dependent care flexible spending accounts, a 401(k) retirement account with employer contribution, life insurance, employer paid short term disability, voluntary long term disability, generous paid vacation, holidays, sick days, and access to a full range of social services through our Employee Assistance Program.

**Instructions on how to apply:**

This position will remain open until filled, with the first review of applications starting on Monday, July 19, 2021. If you would like to apply for our position, please mail, email, or fax a resume and cover letter to:

Mail: Child Development Center, Inc.  
Attn: Teresa Beeton  
3335 Lt. Moss Rd  
Missoula, MT 59804

Email: [tbeeton@childdevcenter.org](mailto:tbeeton@childdevcenter.org)

Fax: (406)542-0143