

# County of Henrico Job Classification

## MH/DS Infant Development Specialist



### General Summary of Classification:

Conducts and coordinates early intervention services for infants (newborn to age two) with suspected or confirmed developmental delays and their families. Provides assessment, direct therapeutic intervention, and parent/caregiver coaching in home- and center-based settings. Collaborates with interdisciplinary teams and community partners to ensure appropriate, family-centered services and supports; performs other duties as assigned.

### Examples of Primary Tasks, Duties and Responsibilities (TDR):

- Provides individual and group early intervention therapy in center and in clients' homes. Performs case management services to coordinate assessments, services, and referrals.
- Participates in interdisciplinary team assessments, staffing, and service planning.
- Maintains required clinical and administrative records, documentation, and reporting.
- Conducts developmental evaluations within area of expertise; performs full developmental evaluations for infants at risk.
- Develops and implements programs to enhance infants' developmental skills and functional outcomes.
- Trains and coaches parents/caregivers to support development and carry over strategies in daily routines.
- Serves as a consultant to other staff and programs as needed.
- Participates in community activities, outreach, and planning related to early intervention.
- Actively pursues professional development through study, reading, conferences, workshops, and seminars.
- Performs other duties as assigned.

### Knowledge, Skills, and Abilities (KSA) Typically Required:

- **Occupation-specific:** Considerable knowledge of early childhood developmental disabilities, infant/toddler assessment, and evidence-based early intervention practices; understanding of case management and family-centered service delivery; ability to design developmentally appropriate programs and interventions; ability to interpret evaluation findings and develop individualized service strategies.
- **Technical:** Ability to accurately document clinical and administrative records; proficiency with standard office software and applicable electronic systems used for scheduling, reporting, and case documentation.
- **Interpersonal, Communication and Customer Service:** Ability to communicate effectively with infants' families, medical providers, service agencies, and the public; skill in parent/caregiver coaching and culturally responsive engagement; ability to establish and maintain collaborative working relationships.

- **Decision-making and Authority:** Makes routine clinical and case management decisions within established guidelines; appropriately escalates complex or unusual issues to supervisors; adheres to professional standards and applicable regulations.
- **Leadership:** Non-supervisory; may provide consultation and guidance to peers, students, or less experienced staff within the program.
- **Environment:** Works in home- and center-based settings and community locations; may require travel within the County and region to meet families and coordinate services.
- **Physical:** Sufficient mobility to conduct floor-based activities and handle infant equipment; ability to safely lift, position, and interact with infants; visual and hearing acuity to observe, assess, and communicate effectively.

### **Minimum Education and Experience:**

- **Education:** Four (4) year degree in nursing, physical therapy, education, speech therapy, or a related behavioral science, Master's degree;
- **Experience:** Two (2) years of related experience (required when qualifying with a bachelor's degree);
- **OR:** Any equivalent combination of experience and training which provides the necessary Knowledge, Skills, and Abilities.

### **Other Requirements (License, Certifications, Training, etc.):**

- Criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.
- Successful completion of all required NIMS courses.
- Valid Driver's License.

Job Code: G.B.V.0001

Date of Last Revision: 21-Apr-2026

This is a generalized class specification and not a job description. Actual duties, qualifications, and requirements vary by position. For more information, contact the Henrico County Department of Human Resources.