

**Position Title:**

Infant Toddler Developmental Specialist

**Employer:**North Central  
Early Steps**Location:**North Central  
Florida**Counties Served:**Alachua, Columbia, Dixie, Gilchrist, Hamilton,  
Lafayette, Levy, Marion, Suwannee, Union**Salary:**

Contract 1099

**Position Description:**

North Central Early Steps is currently accepting applications for Infant Toddler Developmental Specialists (ITDS) as Independent (1099) Providers to serve infants & toddlers birth to three years old in Alachua, Columbia, Dixie, Gilchrist, Hamilton, Lafayette, Levy, Marion, Suwannee, and Union Counties. Candidates can choose to serve 1 county or multiple counties. The ITDS works as an interdisciplinary team member & focuses on the development of children ages birth to three. The ITDS maintains a caseload, providing caregiver coaching, family training & special instruction of developmentally age-appropriate activities in the children's natural environments. The ITDS, in consultation with other early intervention providers on the child & family's team, assists the family & caregivers in understanding the special needs of the child & enhancing the child's development.

**Essential Functions:**

- Build rapport with families & team members; appropriately interact & communicate with individuals from various cultural & socio-economic backgrounds
- Conduct ongoing assessment of children's development
- Assist in the development of functional outcomes & goals on the child's Individualized Family Support Plan (IFSP)
- Communicate with families about their child's development, strengths, and needs
- Assist families with embedding functional strategies into their daily routines and activities
- Monitor and adjust strategies to meet the child and family's changing needs
- Participate in meetings and consultation relating to the child's outcomes, goals, and IFSP
- Maintain up-to-date files/charts (written and/or electronic) for the purpose of ensuring alignment with specific program requirements.
- Maintain accuracy and confidentiality with all correspondence and records
- Assist other personnel as may be required for the purpose of ensuring an efficient and effective team.
- Independently manage and maintain caseload and schedule

**TWO PATHWAYS TOWARD QUALIFICATION (State Requirement):**

1. In-field degree: Bachelor's degree or higher from an accredited College or University & one year of paid experience with children birth through 4 yrs with special needs or developmental delays.  
Psychology, Communication Sciences, Early Childhood Education, Early Childhood/Special Education, Child & Family Development, Family Life Specialist, Social Work. An equivalent degree based on a transcript review. In order for the degree to be considered "equivalent", the applicant: Must have completed a minimum of 18 credit hours (typically six courses) in one of the approved fields of study
2. An out-of-field degree & a minimum of 5 years professional paid experience in early intervention, which must be hands-on experience with children from birth through 4 years old with special needs or developmental delays.

**Requires Ability to:**

- Complete required local Early Steps training requirements
- Submit and adhere to Provider Agreement requirements per local, state & federal policy
- Pass Level II Background Screening
- Apply for Early Intervention Medicaid number
- Enroll with Region B Managed Care Medicaid Plans
- Independently bill the local Early Steps office and Medicaid plans for services provided
- Travel between various locations
- Work independently as well as a team member
- Set up a home office and maintain supplies
- Submit documentation written in English

**Contact:**

Please send a current resume to [peds-esp-ncestrainers@peds.ufl.edu](mailto:peds-esp-ncestrainers@peds.ufl.edu); Visit <https://earlysteps.pediatrics.med.ufl.edu/professionals/ei-provider/> for additional information