

# United Way of Virginia's Blue Ridge

**Job Title: Development Screening Initiative (DSI) Specialist**

**Department: Early Learning Strategies**

**Reports to: Access & Engagement Coordinator**

**Status: Non-exempt, Part-Time, Grant Funded**

**Date: March 11, 2026**

**Organization:** The mission of United Way of Virginia's Blue Ridge is to improve lives by mobilizing the caring power of people in our community. By leading important initiatives and making strategic investments in health and human service partners, we work toward our goal of positively and sustainably changing community conditions.

For more information about United Way, please visit [www.uwvbr.org](http://www.uwvbr.org).

## **Summary:**

The Developmental Screening Initiative (DSI) Specialist works within the Ready Region West footprint on implementation of developmental screening outreach and activities that increase access to equitable, evidence-based screenings for young children. This role oversees community outreach, provider training on the screening tool and systems, and maintains Train-the-Trainer certification.

This position requires strong collaboration, data management, and project leadership skills, with a focus on family and provider engagement.

The DSI Specialist must believe and exemplify United Way of Virginia's Blue Ridge mission, vision and values including exhibiting confidentiality when working with sensitive and personal information, and a sensitivity and respect for all points of view. In addition, they must share in the Early Learning Strategies commitment to work collaboratively to move the needle on school readiness.

## **Essential Duties and Responsibilities:**

The primary focus of this position is to work cooperatively with the Access & Engagement Coordinator to ensure that all grant deliverable and work plan goals are met for the DSI grant. The DSI Specialist will fulfill the following responsibilities:

## **Key Accountabilities:**

### **1. Developmental Screening & Family Support**

- Administer developmental screenings
- Engage families in understanding milestones and results,
- Guide families through referrals and next steps using culturally responsive, family-centered practices.

### **2. Provider & Community Engagement**

- Build partnerships with childcare programs and community organizations to increase screening access and awareness
- Train and support early childhood providers in using screening tools and systems,

### **3. Outreach & Resource Coordination**

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- Participate in community events,
- Conduct targeted outreach in high-need areas,
- Coordinate with local agencies to strengthen referral pathways and ensure families receive appropriate resources.

#### **4. Data Management, Compliance & Quality Assurance**

- Maintain accurate screening and referral data,
- Support reporting and monitoring efforts,
- Ensure adherence to grant requirements, confidentiality standards, and quality practices.

#### **Other Duties:**

This job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities required of the employee; other related duties may be needed to help drive our vision, fulfill our mission, and abide by our organization's values.

**Supervisory Responsibilities:** None

**Education and/or Experience:** Associates Degree in Early Childhood Education, Social Work, Psychology, Health Science, or related field with 5 or more years' experience, Bachelor's Degree with 2 years' experience in a human services field is preferred. Experience working in collaborative environments with multiple community stakeholders.

#### **Other Qualifications:**

- Strong organizational and project management skills with the ability to prioritize multiple tasks and pay attention to details.
- Ability to adapt to changing work environments, priorities and organizational needs while meeting deadlines and managing time.
- Knowledge of early childhood and developmental stages.

#### **Facilitation and Language Skills:**

- Ability to network, then establish and maintain effective working relationships in a collaborative style working with people from a variety of backgrounds.
- Communicates well (orally and in writing) with the ability to interact with others directly, professionally, and honestly.
- Experience in public speaking and/or group presentations
- Experience facilitating group training

**Computer and Analytic Skills:** Proficiency in Microsoft Office suite programs. Comfortable using databases, social media, and web-based tools/applications.

**Commitment to Inclusion:** UWVBR values the visible and invisible qualities that make you who you are. We welcome that every person brings a unique perspective and experience to advance our mission and progress our fight for the health, education, and financial stability of every person in every community. We believe that each United Way community member, donor, volunteer, supporter, and employee must have equal access to solving community problems. We strive to include these practices at the center of our daily work and we commit to using them for our business and our communities.

**Cultural Competence:** The DSI Specialist adapts a lens of cultural competency that conveys

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empathy, support, and an understanding of the people they work with both internally and externally, engage with, and the people they serve. This competency helps to build trust and effective engagement, build stronger relationships, expand our organization's reach, and more effectively and respectfully engage with people regardless of background.

**Core Competencies** are characteristics that all employees are expected to exhibit as a member of the UWVBR team. For complete details that include attributes and behaviors please see the United Way Core Competencies Checklist in the shared Human Resources Network Folder. These include:

- **Mission Focused:** The top priority is creating real social change that leads to better lives and healthier communities.
- **Relationship Oriented:** Understands that people come before process and is astute in cultivating and managing relationships toward a common goal.
- **Collaborator:** Understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
- **Results Driven:** Dedicated to shared and measurable goals for the common good; creating, resourcing, scaling and leveraging strategies and innovations for broad investment and impact.
- **Brand Steward:** Understands his/her role in growing and protecting the reputation and results of the organization, and thus, the greater network.

Additionally, members of the UWVBR team should exhibit the following competencies:

- **Effective Communication:** Skilled and passionate communicators who articulate our message in a way that inspires other to act in service to the organization and community; and, promotes and sells ideas persuasively, in order to shape the opinions of key stakeholders and promote and project a positive image of the organization.
- **Adaptability and Change Management:** champion and facilitate change to ensure long-term community sustainability by adapting successfully to changing needs while maintaining positive relationships with internal and external constituents.
- **Cross-Functional Capability and Collaboration:** Effectively works cross-functionally using a team-oriented mindset and approach to collaborate for results based on knowledge of current conditions and future trends both internally and externally.

Additionally, members of the community impact team should exhibit the following competencies:

- **Strategic Community Collaboration:** Engages diverse stakeholders to accurately and effectively assess community needs and, with credibility, authenticity and humility, strategically guide work that contributes to the community's priorities while influencing and inspiring community leaders to partner with United Way to create and implement programs that serve and add value to the community.
- **Deep Community Expertise:** Expert on community issues and challenges with knowledge of data trends, research, environment and community stakeholders which allows for proactively identifying and addressing complex issues by providing leadership in gathering and using data to drive strategy development and implementation within the impact area of focus to drive collective community outcomes and achieves results.
- **Product Development and Implementation:** Understands the community and the philanthropic interests of donors and investors and can identify community strategies to connect the interests of donors to solutions and products that meet the community's needs.

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- **Donor Influence:** Understands donors and supports year-round relationship management to attract and sustain resources (financial, volunteer and advocacy).
- **Volunteer Engagement:** Works to build organizational capacity through volunteer collaboration and to develop high-impact, meaningful volunteer opportunities that increase revenue, impact, outcomes, and influence.
- **Advocacy and Public Policy:** Champions and facilitates change to ensure long-term community sustainability. Adapts successfully to changing needs while maintaining positive relationships both internally and externally.

**Licenses:** Valid Virginia Driver's License

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk and/or hear. The employee is frequently required to use finger and hand motion and occasionally required to stand walk and reach with hands and arms. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*Employee works in a normal office environment under moderate heat and noise levels with in-the-field activities within the UWVBR service area. Travel may be necessary with this position, and evening and weekend work is sometimes required.*

Statements in this Position Description are intended to describe the general nature of the work being performed. They are not intended to be a complete list of all responsibilities, duties and skills required for the position.

UWVBR offers excellent benefits, a great work environment and is an equal opportunity employer.