



## JOB DESCRIPTION

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<b><u>DEPARTMENT:</u></b>	Early Education: Early Head Start-Childcare Partnership (EHS-CCP) and California Department of Education (CDE)
<b><u>TITLE:</u></b>	Child Development Specialist
<b><u>REPORTS TO:</u></b>	Family Child Care Home Education Network Program Manager
<b><u>REPORTING STAFF:</u></b>	None
<b><u>STATUS:</u></b>	Non-exempt

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**AGENCY OVERVIEW:** Westside Children’s Center (WCC) exists to give at-risk children and children living in poverty the foundation they need to increase their life choices and lead fulfilling lives. For over 25 years, WCC has been providing thousands of at-risk children and their families with critical, high-quality early education programs (including comprehensive Early Head Start services), family strengthening interventions, foster care and adoption services, and a range of vital, integrated services, including disabilities screenings, mental health services, nutrition, dental and vision screenings, and pediatric health consultations.

**JOB SUMMARY:**

The Child Development Specialist works under the supervision of the FCCHEN Program Manager and with the guidance of the Early Education Center & Early Head Start Director and Early Education Manager. The Child Development Specialist (CDS) partners with a team of CDS’s to ensure comprehensive, high quality early education experiences for children/families enrolled in WCC’s network of contracted licensed family child care home providers (Providers). The Child Development Specialist plays a critical role in client and Provider recruitment, ongoing training, health/safety monitoring, comprehensive family services and lesson plan processes.

**ESSENTIAL JOB DUTIES:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Early Education Duties**

*Children*

Schedule and perform observations and developmental assessments of children (include parent and provider input); responsible for completion of Desired Results Developmental Profile assessments for children in the FCCHEN and EHS-CCP Program.

Complete semi-annual developmental screenings (Ages and Stages Questionnaires- 3 and Social-Emotional) with parents during home visits; assist in referring children to disabilities team and or local agency, if needed; partner with parents and families through the formal evaluation process

*Families*

Conduct two home visits per fiscal year for each family on your caseload to ensure appropriate resources and provide emotional encouragement

Identify child and family social or health needs and provide referrals to parents regarding public assistance, health, housing, counseling, etc. as needed

Support completion of semi-annual 5 protective factors surveys, annual family survey, etc.

Confer with parents on an as-needed basis, offering them resources and mediating parent/provider conflict, as well as discussing children’s assessments, needs and interests, and strategies to use in facilitating children’s growth and development

Actively support parental involvement by planning and facilitating responsive and directed parent activities

Facilitate opportunities for parents and families to participate in program’s education services and trainings

Participate in implementation of program-wide parent advisory group

Assist, guide and educate each family during transition process to a preschool, Head Start Program and or Kindergarten.

Assist in planning parent activities, encourage parent participation in program activities, and obtain feedback from parent regarding the level of satisfaction with the services they received

Provide support in the follow-up and retrieval of health, nutrition, mental health and disability requirements

Collaborate with Health Services Coordinator, Mental Health Coordinator and/or Disability Manager to ensure the health, nutrition and special needs of children are addressed

Working closely with each family on caseload to support goals identified and provide needed referrals to community agencies and effectively communicate with Family Services Associate or other relevant team members

Supports families in completion of paperwork and documentation requirement for Early Head Start and CDE and provides follow-up

Provides support and strategies to address any attendance concerns

#### *Family Child Care Home Education Providers*

Mentor, coach, model, and provide individualized training and technical assistance for Providers and their staff in child development, and other areas identified; Ensure monthly meetings, semimonthly home visits, telephone consultations as needed, and support monthly responsive trainings

Provide curriculum support (age and developmentally appropriate activities for children; strategies to individualize activities; strategies for English Language Learners, etc.)

Emphasize effective teaching practices and learning environments with parents and providers

Monitor ratio, health and safety, child's files; contract/licensing compliance; attendance sheets; nutrition observations, etc.

Conduct home visits, coaching, and individualized follow up to ensure the appropriate resources and emotional encouragement is there for each child and family as needed and to ensure proper implementation of federal regulations

Visit EHS-CCP family child care homes to both ensure that family goals are fully-supported by providers as well as to support comprehensive services for each family

#### *Quality Assurance/Programmatic*

Maintain records of home visits, parent conferences, children's assessments, family referrals, corrective action plans

Maintain comprehensive child records in hard copy and/or ChildPlus data base and ensure an effective system of tracking

Review outcomes of assessments with family child care home education providers

Document all parent, provider and community referrals including health documentation

Participate in internal audits and quality assurance file review

Perform annual and ongoing assessment of each provider using the Family Child Care Environment Rating Scale to ensure that services are of high quality and are educationally and developmentally appropriate

Creatively assist in recruitment of prospective client families and Providers

Attend child development conferences, interagency meeting and community events as appropriate and assigned

#### *Other*

May be required to work evenings and weekends as needed.

Perform other relevant responsibilities as required by the agency and as assigned

In accordance with our "team" philosophy, the person filling this position may occasionally be required to carry out or assist with other tasks in addition to the duties listed on this job description

Model the Standard of Conduct Policy when interacting with parents, community members and Colleagues

Ensure safety is a priority in performing all job responsibilities

Staff must believe in and act in accordance with both the Agency's and the program's mission/vision statements, adopted theoretical frameworks, and philosophy.

#### **EDUCATION & QUALIFICATIONS:**

Bachelor's degree in Child Development or Early Education, or Bachelor's degree in a related field with two years of post-graduate experience in early childhood education (related fields include elementary education, early childhood special education, psychology, family consumer sciences, home economics, social work, social services)

Infant/toddler units, a plus

Two years' experience working in Early Education programs as a lead or supervisor

One-year experience providing services to low-income families as a case manager

Knowledge of Head Start Early Learning Child Outcomes Framework preferred  
Ability to plan, organize and oversee high quality early childhood programming and comprehensive services  
Ability to communicate effectively – verbally and in writing  
Strong organizational skills  
Commitment to teamwork  
Basic computer skills required – Word, Excel, Software applications  
Experience working with diverse groups and populations  
Bilingual in English and Spanish  
Passionate about learning and possesses curiosity about issues affecting children and families  
Align with Westside Children’s Center mission and philosophy  
All employees, regardless of position, serve as role models for children and families who are served by our agency  
Fingerprint background clearance (DOJ, FBI & Child Abuse Clearance Index), or approved exemption  
Successful completion of pre-employment physical, PPD risk assessment, proof of immunizations for pertussis, measles and influenza  
Class “C” driver’s license and proof of automobile insurance  
Access to reliable transportation

*Westside Children’s Center is an equal opportunity employer and encourages all applicants and seeks to hire qualified staff who reflect the rich diversity of the communities we serve. We define diversity in broad terms to include race, ethnicity, nationality, age, gender, religion, sexual orientation, gender identity and expression, disability, geography, socio-economic status and other unique attributes that make us who we are.*



*Westside Children’s Center has achieved accreditation through the Council on Accreditation (COA). This means our programs, services, administration, and management have been rigorously evaluated and meet best practice standards. Visit [www.COAnet.org](http://www.COAnet.org) to learn more about COA Accreditation.*

**FOR CONSIDERATION:** Send cover letter, resume and unofficial school transcripts