

Project Coordinator

POSITION OPENING

Position: Early Learning Social Emotional Capacity Project Coordinator, 1 FTE

Location: Work in Marion and Polk County

History:

Marion & Polk Early Learning Hub, Inc. (MPELH) is a nonprofit organization leading a collaboration to ensure every young child is safe, healthy and eager to learn, and every family is strong and resilient. Marion & Polk Early Learning Hub, Inc. is an outcome-focused collaboration of partners across communities in that connects resources, programs and families to ensure better outcomes for young children. MPELH serves as a backbone organization to support the collaboration of partners. The partners have committed to 3 overarching goals driving the work:

Community Goals:

- Children are Ready for Kindergarten
- Families are Stable and Attached
- Services are Coordinated and Effective

Job Summary

This position supports early learning and child care providers who have children in their care that are experiencing behavioral/mental health challenges in Marion and Polk County.

The Coordinator will help increase provider's level of skills in providing care that is inclusive, by increasing a provider's ability to recognize special/behavioral care needs, and ability to make appropriate referrals when needed. The Coordinator will accomplish this by coordinating trainings, and connecting early learning providers to mental health resources.

Duties and Responsibilities:

Coordination & collaboration

- Build relationships with partner agencies.
- Build trusting relationships with families, and help connect them to resources.
- Serve as a liaison between child care providers, families and partner agencies.
- Support providers in working with other partners that are supporting the family.
- Develop needed forms, brochures, and procure supplies to meet the operational needs of the grant.
- Collect quantitative and qualitative data about the impact of initiatives.
- Weave Trauma Informed Practices into all parts of the work.
- Work with Parent Education Coordinator to develop education opportunities for parents.

Early Learning

- Work with the community to choose curriculum, and coordinate training on chosen curriculum.
- Coordinate professional development/training for child care and early learning partners. (Possible training topics include: increasing understand and procedures to follow when mental health concerns arise, identifying and referring children with atypical behavior or development, effectively dealing with dangerous or challenging behavioral concerns in the classroom, strategies for working with temperament differences of young children)
- Connect child care and early learning providers to already existing training.
- Link child care and early learning partners with coaching and technical assistance to meet specific needs of child, environment and/or provider.
- Assist early learning provider in promoting positive student behavior and intervention strategies.
- Consults with and assists community partners and early learning providers to develop student interventions.
- Augment the CCR&R's and other organization's lending library of manipulatives/activities to meet specific social/emotional needs.

Mental Health

- Assist in locating and coordinating community mental health, early learning and other needed resources, including connecting families to peer support services.
- Coordinate early intervention, prevention and intervention services for mental health concerns that interfere with children's development.
- Link child care and early learning providers with coaching and technical assistance.
- Provide or coordinate individual observations with parent permission when parents and staff request observation based on child's social, emotional or behavioral challenges in the classroom.
- Help identify children with behavioral, social or emotional concerns, and make a plan for appropriate resources.
- Ensure children receive necessary services provided by the early learning provider and outside organizations.
- Provide child care providers with information and materials to share with families as needed.

Required Qualifications:

- Bachelor Degree preferably in early childhood development, child development, mental health or related field OR five years' experience in early childhood development, child development, mental health or related field.
- Culturally competent and culturally responsive.
- Mastery of Spanish and English language, spoken and written.

Preferred Qualifications:

- Must possess a comprehensive knowledge of child development based on education, training, and experience working directly with children in an early care and education setting.
- Knowledge of strategies for integrating social emotional development into curriculum and program practices.
- Knowledge of systems and benefits that support families.
- Experience working with diverse populations.
- Competent in using computer technology and software.
- Must hold a valid driver's license, have reliable transportation and proof of insurance.

- Must obtain a clear background check.
- Position requires a flexible schedule, including some evenings and weekends.

Salary & Benefits

Range: \$55,000-62,000 commensurate with qualifications and experience. Benefits include health insurance, retirement and paid time off.

This is a one year grant funded position. Annual position renewal contingent on funding availability.

TO APPLY:

Please submit a resume with three (3) references and a cover letter discussing how your experience lines up with the primary activities of the position. Applications will be accepted until **January 9 at 5:00 pm**.

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