



Thrivealaska Job Description

Title: *thread* Resource & Referral: Early Childhood Specialist
Status: Full time, Full Year, Non-Exempt from Overtime
Reports To: Program Director
Wage: DOEE Range

Position Summary:

thread Resource & Referral provides services to families and child care providers throughout the state of Alaska. The Early Childhood Specialist works with families through referrals, parenting and community events. The Early Childhood Specialist assists parents in their search for child care by providing referrals and consumer education. Recruit and maintain provider participation in the referral program. Educate parents, providers and the general public about high quality early care and education. Gather, analyze and share information about child care with the community and statewide. Create, develop and implement family and community events. The Early Childhood Specialist may be responsible for assisting in planning and implementing training for local and regional parents, based on assessments and communicated needs. These duties are throughout the region and include travel to local and rural communities.

Principal Duties and Responsibilities:

CHILD, FAMILY, AND PROVIDERS SERVICES

1. Provide child care referral services to parents. Gathers detailed information from parents and performs database searches to match parent needs to available care. These services are statewide.
2. Provide consumer education: information on how-to-find, choose and keep childcare; quality indicators; types of care; costs of care and availability of financial assistance.
3. Support parents and families through Help Me Grow Alaska. This program provides parents with resources relevant to current child development information.
4. Solicits provider participation in the referral program in the interior and northern region. Gathers, maintains and regularly updates provider information in database.
5. Establish/maintain contacts with other agencies and organizations regarding child care and early childhood development. Works closely with statewide resource and referral team.
6. Promote social, emotional, physical, and cognitive development of children.
7. Advocate for successful child and family development experiences.
8. Communicate with children, family members, community members, and providers with respect and honor.
9. Whenever possible, assist children and families.
10. Support child and family development goals.
11. May travel to rural communities to assess needs, develop and implement family and community events including: Utqiagvik, Delta, Healy, Kotzebue, Nome, North Pole, Salcha and other communities as needed.

PROGRAM DESIGN & MANAGEMENT

1. Practice family centered and relationship based philosophy.
2. Participate during annual self-assessment and evaluation processes.
3. Participate during Thrivalaska community assessment activities.
4. Support, implement, and participate in program goal setting process to include strategic planning.
5. Compliance with all Thrivalaska policies, procedures and guidelines, Resource & Referral Grant Scope of Work.
6. General office duties may include typing, correspondence, record keeping, filing, copying, faxing, and reporting on projects.
7. Participation in monthly, quarterly, yearly program and state reports.

BUDGET & FISCAL

1. Continually seek out and process in-kind opportunities to include services and supplies.
2. Follow procurement and accounting procedures.
3. Actively seek out ways to reduce program cost whenever possible.
4. Report all suspected fraud activities.
5. Maintain records of mini-grants, incentives, receipts as appropriate for projects that include funding to providers.

SUPERVISION & Training

1. Participate in developing and accomplishing staff development goals.
2. Meet and actively pursue the minimum yearly training required for your position.
3. Support program supervisor in attainment of program goals and mission.

COMMUNITY PARTNERSHIPS

1. Actively seek out partnerships with community members and agencies to enhance program services and resources.
2. Create, design and implement community family events. Collaborate with partners in these community events.
3. Enthusiastically promote Thrivalaska programs.

PROGRAM GOVERNANCE

1. Support and provide assistance for the work of the Board of Directors and advisory groups.
2. Follow the chain of communication.

PROFESSIONAL INTEGRITY & WORK HABITS

1. Support the mission and goals of Thrivalaska-Helping Children & Families Thrive.
2. Promote teamwork concept in relationship and strength-based organization.
3. Promote a positive work environment.
4. Project professionalism in conducting activities.
5. Provide outstanding customer care to staff and community partners in a positive professional manner.
6. Flexible, adaptable, and able to adjust to a variety of change and situations.
7. Follows all guidelines and procedures on confidentiality.
8. Has knowledge and training in developmentally appropriate practice, quality childcare and adult education.

9. Exhibits qualities of a lifelong learner by attending conferences, trainings and reading current literature in early childhood education and adult training.
10. Observes good housekeeping and safety practices, maintains cleanliness and orderliness.
11. Can be relied on regarding task completion and follow up.
12. Uses logical and sound judgment, applies common sense.
13. Makes timely decisions and maintains composure under trying circumstances.
14. Enhances job growth through continuing education, (24 hours annually) as required or necessary.
15. Promotes quality, accuracy, timeliness, reliability, and thoroughness of work performed.
16. Is punctual and reliable.

Knowledge, Skills, and Abilities Required:

Minimum Requirements:

1. 2 years minimum experience in early education programs or 2 years experience in participation in family related services
2. 6 college credits in early childhood, social work or family studies, as well as commitment to continuing professional development at the college level.
3. Valid Alaska Driver's license with clean driving record.
4. High school diploma or general education degree (GED)

Preferred Requirements:

1. CDA or AA in early childhood or related field
2. Ability to speak second language preferred.

SKILLS & ABILITIES

1. Ability to meet adult education needs of a diverse population taking into account the different adult learning styles.
2. Demonstrated computer proficiency. Experience with MS Word, Excel and database software, required.
3. Demonstrated ability to deal with families facing crisis or difficult situations with tact and understanding; demonstrated ability to listen, give clear directions, and explain procedures
4. Ability to operate general office equipment.
5. Strong telephone communication skills and etiquette.
6. Possess excellent written and oral communication skills. Able to speak effectively in group and individual settings. Able to prepare and present information in a professional manner. Experience working with a diverse public.

WORK LOCATION

1. **thread**, 1908 Old Pioneer Way
2. Programs, on-site locations, public venues, locally and in rural communities.

WORKING CONDITIONS

1. Thivalaska is a drug, alcohol and tobacco free workplace.
2. Some exposure to communicable diseases.
3. Noise level in work environment may be moderate to loud.
4. Must be available for variety of evenings, weekend meetings, and social events.
5. Travel by car, bus, airplane or train may also be required as associated with attendance at conferences or meetings. Some out of state and overnight travel may be required.

PHYSICAL REQUIREMENTS (examples)

1. Review and sign the Thrivalaska Physical Job Description upon hire and annually.

EQUIPMENT USED

1. Computer and laptop
2. Copy machine
3. Calculator
4. Telephone
5. Fax machine
6. Power point projector
7. Credit card machine

SALARY RANGE

Acknowledgment:

This job description describes the general nature and level of work performed by the employee hired for this position. The employee may be required to perform other job-related duties as requested. It is intended as a “living document” updated periodically to reflect changes in job responsibilities. All requirements are subject to change over time and to possible modifications to reasonably accommodate individuals with a disability. It is not intended or implied to be an employment contract but is a communication tool to explain the responsibilities, advertise the job, identify performance measures and potential training tools.

Employee Signature

Date

Printed Name