



Job title:	Early Learning Specialist		
Department:	Parent Child Plus Program		
Reports to:	Parent Child Plus Site Director		
FLSA:	Non-Exempt	<i>FTE: 1</i>	

Job Overview

The primary function of the Early Learning Specialist is to promote early literacy skills and positive parent and child interactions for two and three-year old children and their families via home visits and case management

Essential Functions

- Conduct prescribed home visits to families to deliver the Parent Child + Program curriculum
- Empower families to increase positive verbal interactions between parent and child via educational activities
- Demonstrate and model positive parenting skills for parents to increase pro-social behaviors between parents and child and to promote school readiness skills
- Provide prescribed materials, as “gifts” to families
- Maintain a maximum caseload of approximately 15 families
- Follow HIPAA laws regarding confidentiality
- Actively participate in all required outreach and recruitment efforts
- Under the supervision of the Site Director, provide resource referrals for families who are eligible for further assessment, childcare scholarships, and transportation services
- Attend all required program and agency trainings
- Attend weekly staff meetings
- Attend and participate in assigned reflective supervision sessions and home visit observations, and provide videotaped sessions as requested
- Provide case notes for each visit completed or missed to ensure compliance with visiting schedule
- Submit all case notes in HBDS within 48 hours of actual home visit

- Conduct all prescribed assessments for assigned families
- Maintain adherence to all company policies and procedures, including agency safety requirements
- Perform any additional duties required by the Site Director and Chief Executive Officer or as needed.

Knowledge/Skills/Abilities

- Minimum of two years of college education Associate's Degree (AA) degree. BA in Human Services or Early Childhood Education fields is preferred.
- Bilingual English/ Spanish Required
- Strong oral communication skills-ability to communicate in an articulate professional manner while maintaining necessary degree of confidentiality
- Strong organizational skills and the ability to work independently, meet deadlines and multi-task while meeting quality standards
- Demonstrated ability to work as a member of a team and to work effectively with other community agencies in the best interest of the participant and the agency.
- Ability to use computer systems and proficiency in Microsoft Office software applications (Word, Excel, PowerPoint).
- Cultural competence and knowledge of community resources
- Must maintain courteous, professional, and effective working relationships with other employees and clients of the organization

Working conditions

Must have reliable transportation, a valid driver's license, automobile insurance, and a clean driving record.

Physical requirements

This is a largely sedentary role; however, some lifting of office supplies up to 25 pounds may be required.