

Early Childhood Specialist - Job Description

The Early Childhood team at IWG provides consultation services to young children, ages birth through 6, and engages in a collaborative process with early care staff and parents to provide prevention and early intervention services. Our evidence-based approach focuses on building the capacity of families and childcare providers in order to support enduring and optimal outcomes for young children. Early Childhood Specialists perform observations of individual children in the classroom or home, create recommendations for parents and staff, provide feedback and coaching of suggested strategies, and will make referrals as needed for children and families requiring additional support beyond the scope of the IWG-ECS Program. The team also utilizes the CLASS® scoring tool to perform classroom-wide assessments, delivering written and verbal feedback to strengthen teacher/child interactions and improve the social-emotional climate of the classroom.

Responsibilities:

- Sets own schedule and meets goals successfully; must be organized and responsible
- Consults with parents, staffing teams, and/or management regarding behavioral health

Services and early childhood support:

- Provides workshops and trainings, creates tip-sheets and other resources
- Coordinates via email and phone regularly; must have excellent communication skills
- Maintains appropriate case records; enter program data in a timely fashion
- Performs observation and assessment of classrooms and/or individual children
- Develops and implements behavioral action plans to support the child or classroom
- Participates in weekly supervision: share cases and discuss strategies with team
- Attends any staff development opportunities and related trainings
- Follows mental health best practices including confidentiality; serves as mandated reporter
- Demonstrates cultural sensitivity and embraces IWG's vision and mission statements

Qualifications:

- Knowledge of early childhood and developmentally appropriate practices for children
- Ability to work independently, as well as within a team
- Strong interpersonal skills and an ability to engage and collaborate with others
- **Strong skills in oral and written communication**
- **Bachelor's Degree with a focus on Human Services/Mental Health; advanced degree preferred**

Other:

- Consultation services are provided off-site from IWG's main office and require use of a personal vehicle; valid State Driver's License required.
- Candidates must be available to work a minimum of 2-3 mornings (between 8am-noon) due to classroom schedules and nap-time.