TITLE: Early Childhood Coordinator

COLLEGE/SCHOOL/DEPT: Advancement YVPE

DATE PREPARED: August 16, 2022

REPORTS TO: Director of Collective Impact

FLSA: Non-Exempt

POSITION SUMMARY:

The Early Childhood Coordinator is responsible for the recruitment and enrollment of pregnant women and children up to the age of five in the Early Steps for Student Success Program. The Early Steps for Student Success Program includes two home visits per month and provides early learning support to families, which may include, developmental screening, resource connections, early learning supplies and coordinates a monthly activity for all families. The coordinator records the number of mothers and children recruited and enrolled and other participatory metrics. The Early Childhood Coordinator represents the Early Childhood Education program and Heritage University in the most positive manner to a diverse group of prospective and current families in our communities. Applicants must possess a strong commitment to providing compassionate support and resources to all families in the communities we serve. This position will be physically located within the boundaries of the Mt. Adams School District, specifically at Harrah Elementary.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Represents Heritage University in the most positive manner with prospective, former and current students, clients, suppliers and the community we serve. Interacts effectively with a diverse group of faculty, staff, students and other customers of our services, learns and uses operating practices of the department and Heritage University.

2. Upholds the Heritage University Mission Statement.

3. Handles confidential information with tact, discretion and in compliance with FERPA regulations.

4. Recruit and enroll expecting families and those with children ages birth to five into the Early Steps to Student Success Program.

5. Develop and schedule the program activities, including home visiting, parent/child groups, toddler playgroups, transition to school activities, and other programmatic activities.

6. Provide regular home visits to families (twice monthly) using an STC approved home visiting curriculum.

7. Organize and conduct regular (minimum of one per month) parent/child groups, in the elementary school when possible and feasible.

8. Conduct child screenings and make referrals to community providers, for follow up assessment as needed.

9. Coordinate with STC staff, program partners, local schools and other community agencies in implementing Early Steps.

10. Participate in training and technical assistance activities including, STC sponsored group trainings, technical assistance site visits, monthly audio conference calls and web-based resources sharing and training activities.

11. Participate in evaluation of Early Steps, including data collection, interviewing and videotaping activities.
OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other functions as necessary or as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

A. Knowledge:
   • Equivalent experience, AA preferred
   • Experience working with pregnant women, children ages birth to five, and families in rural areas
   • Experience leading parent groups
   • Home visiting experience
   • Demonstrated early childhood knowledge, including infant/toddler knowledge

B. Skills:
   • Able to work independently
   • Competency with computers including previous experience with Windows programming and use of the internet
   • Highly motivated, flexible and non-judgmental individual who is eager to learn
   • Energetic, motivated and creative
   • Bilingual Required

C. Abilities:
   • Available and reliable vehicle for visiting families (mileage reimbursement)
   • Willingness to travel regionally and nationally for training
   • Willingness to collect data and participate in the program evaluation

APPLICATION INFORMATION AND DEADLINE: Applications should include the following:

- Cover Letter
- Resume
- List of References (names, addresses & phone numbers of 3-5 current professional references).
- HU Employment Application

Review of applications will begin immediately and will continue until the position is filled.

To apply, please email application material to: Humanresources@heritage.edu or mail to: Heritage University Office of Human Resources, 3240 Fort Road Toppenish, WA 98948

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