



**POSITION:** Early Head Start (EHS) Family Support and Child Development Coach

**REPORTS TO:** Early Head Start (EHS) Family Support and Child Development Lead

**AGENCY SUMMARY:**

Child Care Resources (CCR) has been at the forefront of the early learning landscape for 30 years ensuring that all children have equitable access to safe, engaging, and positive early learning experiences that promote school readiness and lifetime success. With a staff of 110 and a budget of \$13 million, CCR provides a broad array of services for families and child care providers so that they in turn can support the development and well-being of our children.

**THE OPPORTUNITY:**

The Early Head Start Family Support-Child Development Coach (FSCD Coach) is a dual functioning role that supports both enrolled Early Head Start (EHS) families and Family Child Care Partner (FCCP) programs with increasing young children's school readiness through Early Head Start Performance Standards. This position will provide support, training, and case management with a focus on assisting parents/caregivers in meeting the needs of their children, strengthening the parent/caregiver role as the primary influence on their child's education, health, and development, and establishing robust partnerships between family and programs. In addition, they will support FCCPs on their caseload in understanding and maintaining compliance with HSPPS.

The FSCD Coach is a direct member of the Early Head Start-Child Care Provider team, and part of the Early Learning Services Department and as such, is responsible for actively contributing to the strategic objectives of the department. This position reports to a the EHS Family Support and Child Development Lead.

**RESPONSIBILITIES:**

Provide direct services to both Family Child Care Providers (FCCPs) and Early Head Start Families in accordance to all Head Start Program Performance Standards (HSPPs) performance standards including but not limited to, providing coaching and support around best practices for the healthy development of infants and toddlers, supporting the provider-parent relationship, connecting FCCPs and parents to community resources and supports, and coordinating and aligning comprehensive services and supports. The FSCD Coach's responsibilities include, but are not limited to:

Responsibilities include, but are not limited to, the following:

- Manage a caseload of approximately 30 families in accordance with all Head Start Program Performance Standards (HSPPSs) related to family engagement, support and education, including individualized support and coaching to parents, at a minimum of two hours per family per month.
  - Complete home visits with families (2-3x a year) to provide support and needed community-based referrals
  - Work with parents/caregivers to identify strengths, goals and, needs and support families in developing a plan to meet their goals and kindergarten readiness
  - Partner with parents to set family goals, and in working with FCCP in achieving child learning goals
  - Assist families to access Working Connections Child Care subsidy (WA state) and other public benefits, when eligible
  - Plan and facilitate family events; Maintain family files and train and support FCCPs to perform mandatory daily, weekly, monthly, and quarterly tasks
  - Partner with FSCD Lead with ERSEA related activities, including enrollment and attendance support for children and families
- Manage a caseload of 6 - 8 FCCPs, providing coaching and TA no less than 10 hours per month per FCCP
  - Support FCCPs to implement and compiling Head Start Program Performance Standards, the Ages and Stages Questionnaire (ASQ), Creative Curriculum (CC), and Teaching Strategies Gold (TSG)
  - Conduct Bi-weekly, on-site visits, no less than 2 hours per visit. Visits will be both announced and unannounced.
  - Key Activities include:
    - facilitating strong staff-child relationships in support of development of infants and toddlers
    - ensuring FCCPs are prepared for and supported in implementing evidence-based instructional practices
    - individualized support for positive child outcomes, engaging families in supporting child's development
    - supporting culturally and linguistically relevant, and trauma informed practices
    - facilitating understanding compliance and verification of FCCP relevant HSPPS
    - providing ongoing assistance and support to implement program improvement plans.
  - Meets with assigned FCCPs three times a year for the purpose of staffing meeting, including sharing information about each family in preparation of SMART goal setting and to discuss family engagement activities
  - Support assigned FCCPs in navigating their Early Achievers (EA) Quality Rating Improvement System (QRIS) timelines and quality improvement activities.
- Provide training to families and FCCP related to Child Development and Education, including working with dual language learners, supporting families experiencing homelessness, and trauma informed/healing centered practices, HSPPS and HS Early Learning Outcomes Framework.
- Meet no less than four times a year with FCCPS and parents to set and review SMART goals

- Holds staffing meetings as needed with other comprehensive service providers, both internal and external.
- FCC network supports – business include budgeting, financial recording keeping, and tax preparation, supply distribution
- Support Comprehensive Services Lead with providing health screenings
- Participate in training, reflective practice and other professional development activities required by Child Care Resources.
- Ensure that work plans, data entry in the appropriate data base, and other deliverables accurate and met in a timely manner.

#### **QUALIFICATIONS:**

- BA in Early Childhood Education, Family and Child Studies or related field.
- Ability to be a State Approved Trainer within the first 6 months of hire
- Minimum of a credential or certification in social work, human services, family services, counseling or a related field
- Practical experience, expertise and/or certification in one or more of the following content areas: Infant Development, Toddler Development, Developmental Screenings, Bilingual/Bicultural Education, Social-Emotional Development, Early Intervention, Family Engagement, Adult Learning Theory or EHS.
- Three to five years' experience as an early learning provider serving children birth through three.

#### **DESIRED QUALIFICATIONS:**

- Bilingual in English and Spanish or Somali languages, with knowledge and expertise of targeted FCC networks Ability to facilitate reflective practice sessions with early learning professionals
- Experience utilizing and supporting the use of research-based quality assessments to guide the development of a quality improvement plan.
- Knowledge of childcare licensing and the regulatory environment surrounding Family childcare.
- Understanding of Early Head Start's Performance Standards
- Experience working in an Early Head Start or Head Start program.
- Flexibility to attend occasional community events, providing outreach to parents and community partners, as well as family engagement event
- Ability to confidently and constructively manage conflict
- Excellent listening skills with the ability to give and receive feedback

#### **COMPETENCIES:**

##### **Mission Driven**

- Demonstrates enthusiasm and positivity for the mission.
- Demonstrates alignment with the organization's stated values.
- Articulates the organization's goals around racial equity.

- Welcomes opportunities to engage with other programs and departments.

#### **Anti-racist mindset**

- Takes responsibility for the impact of their own words and actions, regardless of intent.
- Accepts feedback about personal behavior.
- Understands unconscious biases exist in self and others, and that it can influence their work.
- Asks for feedback from others.
- Embraces diversity of perspectives and individuals.
- Engages in learning opportunities that result in self-growth.
- Seeks to build relationships with diverse individuals and groups.

#### **Communication**

- Demonstrates active listening.
- Prioritizes and responds to messages in a timeframe that aligns with their own role and is responsive to the needs of the requestor.
- Has writing skills that match the expectations of their own role.
- Participates actively and contributes in small group meetings.

#### **Adaptability**

- Demonstrates ability to adapt to changing circumstances.
- Demonstrates understanding tolerance with ambiguity.
- Models among peers an inclination to take on new challenges and seek opportunities for growth.

#### **Ownership and quality of work**

- Meets established policies, quality and performance standards.
- Is responsive to supervisors, colleagues, clients and the community.
- Completes deliverables accurately and timely.
- Receives and integrates feedback when there are opportunities for growth.

#### **COMPENSATION:**

This is a full-time salaried position requiring a willingness to work some evenings and weekends.

The expected salary range is between, \$49,641 - \$62,052 depending on qualifications and experience.

**FLSA STATUS:** Non-Exempt

#### **BENEFITS:**

CCR's benefit package includes employer-paid top tier medical, dental and vision insurance plans for employees, 21 days of PTO per year in addition to 10 paid holidays, 3 floating holidays, and week-long office closure at year-end, flexible work environment, employer-paid life insurance, short-term disability/illness leave accrual, and 401k with 3% employer match.

CCR is an equal opportunity employer and we value diversity among our staff. We strongly encourage people of color, immigrants and refugees, people from the LGBTQ community, people with disabilities, and people from other historically marginalized groups to apply.

**HOW TO APPLY:**

Submit your resume, cover letter, and equity statement to [hr@childcare.org](mailto:hr@childcare.org). You will be asked to upload:

1. A resume
2. A cover letter, describing as specifically as you can how your experience, skills, and values are a fit with Child Care Resources' goals and mission as described in this announcement.
3. A brief personal equity statement, describing your skills and experience engaging with issues involving diversity, racial equity, and inclusion, and/or in advancing racial equity in organizations. **This statement should not exceed 300 words.**

To learn more about Child Care Resources, please visit [www.childcare.org](http://www.childcare.org)