



JOB ANNOUNCEMENT

JOB TITLE: ParentChild+ Early Learning Specialist
PROGRAM: **Early Learning Program**
SUPERVISED BY: Director of Early Learning Program
EMPLOYMENT STATUS: **Full-Time**
CLOSING DATE: Open until filled

BASIC RESPONSIBILITIES:

A certified Early Learning Specialist implements the Parent Child+ One to One Program model, emphasizing parent-child interaction and early child development, utilizing PCP Curriculum in culturally sensitive ways, the Early Learning Specialist partners facilitates and reflects with families.

GENERAL EXPECTATIONS:

- Support and comply with the values and policies of Atlantic Street Center.
- Abide by the agency's confidentiality policies.
- Work as part of the Early Learning team and other agency teams.

SPECIFIC DUTIES:

1. Visit assigned families twice a week, for thirty minutes in their homes.
2. Bring a new educational book or age-appropriate toy during the introductory visit each week.
3. Model for the parent appropriate ways to verbally interact with the child using that toy or book, during both the introductory visit and review visit each week.
4. Create an environment in which the parent feels comfortable and supported in participating.
5. Respect the role of the parent as the child's first and most important teacher.
6. Monitor families' progress in a pro-active and comprehensive manner.
7. Document activities of families (keep a log and other records as required).
8. Ensure compliance with program goals, objectives and action plans.
9. Submit timely and accurate activity and program reports on a weekly, quarterly, and annual basis.
10. Demonstrate responsibility for the toys and books issued to you.
11. Learn techniques for using toys and books to increase verbal interaction between the parent and the child.
12. Be supportive of other Early Learning Specialists and constructive when offering advice to others on staff.
13. Maintain privacy of all families assigned and show good judgment in the discussion of sensitive family issues at staff meetings and personal conferences with Early Learning Coordinators.
14. Maintain a non-judgmental attitude towards program families.
15. Attend relevant and required staff, agency and community meetings.
16. Perform other related duties as assigned by Director of Early Learning.

MINIMUM QUALIFICATIONS:

- AA degree in early childhood education, social services, health, psychology or, High School Diploma, GED, and 1 year home visiting experience and working with young children and/or parents is highly recommended
- Experience working with special needs and medically fragile children
- Strong communication and interpersonal skills (e.g., nonjudgmental, objective, reflective)
- Strong organizational and record keeping skills, computer skill
- Ability to work independently and be self-motivated (often in the field)
- Pass WA State Patrol background check

SPECIAL KNOWLEDGE, SKILLS, AND ABILITIES:

- Targeting Population: African American, Hispanic-Spanish Speaking and underserved families of color
- Serving: Seattle, South King and Pierce County Area
- Engage in recruitment activities (as applicable)
- Complete Pre and Post family-centered assessment with each family
- Plan and provide personal visits focused on parent-child interaction
- Document personal visits focused on parent-child interaction
- Connect families to resources that help them reach their goals and address their needs
- Maintain and submit in a timely way all required family and program documentation
- Participate in at least 1 hour of reflective supervision monthly and an 2 hours of staff meetings weekly and other meeting ASC requires.
- Ability to work in a multicultural/multiethnic environment.

WORKING CONDITIONS:

- Position requires driving whenever necessary to meet all client/participant needs.
- A valid Washington State Driver's License is required. Must have own vehicle and car insurance.

TO APPLY: Qualified individuals should submit a resume and cover letter that clearly states how you meet or exceed the minimum qualifications.

Submit materials by mail or e-mail to:
Diesha Rodgers
dieshar@atlanticstreet.org