



Early Learning Coalition of Broward County, Inc.
Job Description

Position: Education Support Specialist - HMG
Reports to: Education Manager – Special Projects
FLSA Status: Exempt
Position Status: Full Time
Grade: 41

JOB SUMMARY: Created through State Statute, the Early Learning Coalition of Broward County (ELC) is the designated local agency administering State and federal funds for childcare subsidies, childcare teacher training, and other functions. The ELC staff is guided by a board of directors consisting of a combination of governor-appointed members, local government and administrative agency leaders, childcare professionals, parent representatives, and other local leaders. Because this board makes decisions concerning public dollars, it is governed by Sunshine Law and State of Florida conflict laws. This position is a grant funded through the state of Florida's Help Me Grow designee.

This position is primarily responsible for the coordination and delivery of family services. This position represents the Coalition by liaising between families and system partners to service children and families in Broward County. The individual in this position plans, coordinates, and manages various activities to provide families with access and support to knowledge on child development and ensures children and families are connected to needed community-based services and supports. This position requires an individual who can work independently, has excellent time management and organizational skills, demonstrates attention to detail, and can handle sensitive and confidential information professionally.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (This description reflects the major core duties and responsibilities of the job; the employee is expected to perform these, and other job-related duties as may be required. Additions, deletions, or changes may be made to this description without prior notice.)

- Develops in-depth knowledge of Help Me Grow and local systems and services focused on early childhood development and special health care needs.
- Shares the eligibility, referral, and application processes for families.
- Plans and coordinates family events, including Books, Blocks, and Balls.
- Develops and coordinates collaborative relationships with appropriate local and state organizations and individuals.
- Administers screenings to children using the ASQ-3, ASQ-3SE, M-CHAT-R/F and the PSC.
- Initiates and leads local Help Me Grow meetings and coordinates collaborative relations within the community.
- Plans and coordinates various physician outreach activities.
- Responds to calls from parents, childcare providers, educators, health professionals, and social service agencies about child development issues and services.
- Assesses and connects clients with services through referrals, advocates as needed and provides care coordination and follow-up.
- Helps identify, document, and resolve service gaps and barriers.
- Other duties as assigned

COMPETENCIES:

- Organizational skills
- Problem Solving skills
- Attention to detail
- Ability to build strong relationships with early educators
- Team Player
- Patience
- Collaboration and communication
- Strong verbal and written skills

SUPERVISORY RESPONSIBILITIES:

- None

WORK ENVIRONMENT:

- This position operates remotely and in a professional office environment, in community locations (childcare and family home centers).
- This role uses commonly used applications that include advanced computer skills with knowledge of Microsoft Word, Excel, PowerPoint Presentations, E-mail, and current state data systems.

PHYSICAL DEMANDS:

- While performing the duties of this position, the employee is regularly required to talk and hear. The employee must frequently use hands and fingers to operate and handle keyboards and other office equipment.
- Ability to operate a motor vehicle.
- Able to sit for extended periods.
- Regularly required to walk and reach with hands and arms.
- Corrected vision and hearing are required to be within normal range.
- Ability to sit on the floor and get up to a standing position.

POSITION TYPE AND EXPECTED HOURS OF WORK:

- This is a full-time exempt position that requires the employee to adhere to ELC's Telework Agreement.
- The work hours are typically Monday through Friday, 8:30 am – 5:00 pm.
- This position may work nights, weekends, and holidays.
- This position may sometimes work longer hours.

REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's degree (B.A.) from an accredited four-year College or University in Early Childhood Education (certification in early childhood special needs), child development, special education, or related field.
- Two to five years related experience and/or training or equivalent combination of education and experience.

PREFERRED EDUCATION AND EXPERIENCE:

- Experience in an early childhood setting
- Bilingual highly desirable

TRAVEL:

- This position may require travel within and out of the state to attend conferences and training courses. If attending a training course or conference, the position is expected to share what was learned with the manager and team members.

REASONABLE ACCOMMODATION WILL BE MADE FOR OTHERWISE QUALIFIED INDIVIDUAL WITH A DISABILITY.

ADDITIONAL REQUIREMENTS:

Background Checks

- Employment in this position is contingent upon obtaining and maintaining satisfactory:
- Verification of Required Education and/or Credentials
- Level II Background Check
- Drug Screen
- Valid Florida Driver License
- Valid Automobile Insurance
- Access to Reliable Transportation
- E-Verify
- High Speed Internet Access that can be maintained daily, with at least 50Mbps when working in a secure home location