



Child Care Coordinating Council, Inc of San Mateo County

JOB DESCRIPTION

Title: Bilingual (English- Spanish) Inclusion Specialist
Reports To: Community Programs Manager
Department: Community Programs
Classification: Permanent Full-Time, Non-Exempt
Hours: 40 hrs/week, 8:30AM to 5:00PM Mon-Fri, (with some evening and weekend shifts, as needed)

Position Summary: Under the direction of the Community Programs Manager, and in accordance with the mission and goals of Child Care Coordinating Council (4Cs) of San Mateo County, the Inclusion Specialist will support families with children with special needs and providers who care for them. This position will provide enhanced child care referrals, provide Trauma Informed Care trainings and technical assistance to providers and facilitate workshops on special needs topics to internal and external audiences.

This position is a good fit for a person who works well independently, is proactive, process-driven, detail-oriented and takes pride in their highly effective communication.

PRIMARY DUTIES:

Provider & Family Services:

- Provide enhanced child care referrals to families of children with special needs, including researching available options, supporting families in transitioning child to child care setting, post-referral provider support and coaching, and other on-site services as needed. Provide support to families in navigating the Inclusion Services System.
- Develop and implement trainings and workshops for Child Care Providers and Parents in Inclusion topics, in English and Spanish, including but not exclusive to: Trauma Informed Care, Choosing Child Care for Children with Special Needs, Rights of Families and Children with Disabilities, challenging behaviors, autism and Attention-Deficit/Hyperactivity Disorder (ADHD). Train and mentor staff to implement workshops as appropriate. Survey Providers and Parents to determine training needs.
- Provide trauma-informed care training to child care programs participating in the Emergency Child Care Bridge for Children in Foster Care Program (Bridge Program). Provide coaching to assist them in applying training curriculum and strategies for working with children in foster care.
- Provide technical assistance and act as an internal resource to staff on all topics related to inclusion and special needs in children. Understand applicable laws and available resources in the County for families with children who need extra support around special needs and inclusion.
- Provide training and consultation for early learning providers and programs that enhance their ability to provide inclusive environments for children with special needs and their families.

Outreach:

- Maintain and grow the referral system for community partners to refer families for enhanced referrals.
- Boost parent engagement with inclusion services through workshops, individual and group activities.
- Attend and represent the agency as directed in meetings and community events.

Child Care Coordinating Council – Sobrato Center For Non Profits-Redwood Shores
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Information management and data integrity:

- Maintain thorough and accurate records, files, correspondence and statistics in both written form and via data entry in computer databases to fully document services.
- Ensure compliance with all data collection and reporting requirements. Maintain and administer participant database for tracking services. Complete program reports as directed.
- Track the number of parents/caregivers who receive enhanced referrals tailored to the needs of their children. Follow-up with parents/guardians with an end user survey post referral and/or placement – to better understand the satisfaction of the connection with provider.
- Assist Early Childhood Education Specialist with Environmental Rating Scale and CLASS assessments for providers as needed.
- Refer families to Help Me Grow for developmental screening/Ages and Stages Questionnaire (ASQ) and provide technical assistance to families and child care providers, as needed.
- Other miscellaneous duties as assigned.

RELATIONSHIPS:

- Maintain open communication with Program Manager, Director of Programs and other 4Cs staff.
- Support regular meetings of collaborative partners.
- Maintain effective, proactive communication and collaboration with program partners: SMCOE, First5 partners, Help Me Grow/Ability Path, GGRC, and other external stakeholders.
- Maintain professional and friendly rapport with providers and client families, use good judgment and discretion when discussing case particulars and/ or helping to resolve conflict.
- Maintain confidentiality related to 4C's services and internal operations, as well as client information.

MINIMUM QUALIFICATIONS:

- BA Degree or equivalent in Child Development, Early Childhood Education, or Special Education.
- 3 to 5 years experience in an Early Childhood Education program or classroom.
- Education or experience with inclusion services, intervention services, or special education.
- Knowledge of child care and development delivery systems.
- Must be available to work a flexible schedule, which may include day/evening hours in-office or remote Monday through Friday, and some weekends and holidays.
- Effective oral and written communication.
- Demonstrated ability to work collaboratively with multiple community partners.
- High level of proficiency with MS programs such as Word, Excel, Outlook, and Publisher.
- Strong organizational skills: ability to prioritize tasks, meet deadlines and handle multiple responsibilities.
- Demonstrated ability to work with a diverse population.
- **Bilingual English/Spanish required**

SPECIAL QUALIFICATIONS:

- Training and/or knowledge of ASQ Assessments preferred.
- Familiarity in adapting environments to meet the needs of individual children with disabilities in group settings.
- Training experience with adult learners required.



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Salary and benefits: This is a permanent, full-time, non-exempt position, with excellent benefits. Pay rate is \$25 per hour.

Please note that only candidates who are being actively considered will be contacted. This position will be open until filled.

To Apply: Send resume and a cover letter to greyes@sanmateo4cs.org