

Alabama Partnership for Children
Help Me Grow Alabama Child Care Coordinator

Purpose: The Help Me Grow Alabama (HMGA) Child Care Coordinator (CCC) assists in coordinating and facilitating community outreach efforts by distributing information and materials to child care providers statewide to promote the use of HMG, universal developmental screening and surveillance, the ASQ Enterprise system and improve access to community resources. This includes, but is not limited to, initial and ongoing outreach to both family child care homes and licensed centers including networking events, trainings, presentations, resource information collection and strengthening collaborate referrals within the community, working cooperatively with regional HMG Care Coordinators. The CCC is a full-time, exempt position and is supervised by the HMG State Director.

Qualifications:

- Bachelor's degree in early childhood, special education, child development, social work or related health or human services field
- Experience in community outreach and resource patterning, preferably within the early childhood or early intervention area
- Experience in training and professional development
- Knowledge of systems, organizations and programs that deal with young children and families facing developmental, behavioral and learning challenges
- Excellent communication skills, both written and verbal, with experience in providing effective presentations and/or interactive trainings
- Proficient personal computer skills including email, recordkeeping, routine database activity, word processing, spreadsheet, graphics, etc.
- Ability to work independently, and with others, in designing and implementing outreach efforts
- Proven human relations skills and the ability to work with diverse populations, bilingual preferred
- Must have a valid driver's license and reliable transportation and automobile insurance that is in compliance with the state of Alabama law

Job Responsibilities:

- Coordinate with local partners working with child care programs to embed developmental screening and HMGA in their programs, provide technical assistance and resources, and oversight for quality improvement and evaluation
- Coordinate with regional child care quality contractors to effectively reach child care programs for training and professional development opportunities
- Develop and conduct presentations and trainings focused on developmental screening implementation and HMGA referrals customized to child care providers and the families they serve, working cooperatively with regional HMG Care Coordinators
- Assist in coordinating the scheduling of special events such as workshops, fairs and presentations, and arranges for staffing, setup, and appropriate materials for distribution
- Promote the use of HMGA and provides networking opportunities among families and child care providers to share information and develop solutions to challenging situations
- Ensure accurate and current data regarding outreach efforts and prepare reports as required
- Cultivate and maintain strong professional relationships with public systems to ensure primary referral sources have appropriate information to make referrals. This includes but is not limited to, initial and ongoing outreach to community based programs including networking events, trainings, resource information collection, and strengthening referrals within the community
- Assume additional responsibilities and performs special projects as needed or directed
- Treat information on APC clients (individuals and organizations), staff, and board members in a confidential manner
- Perform other duties as assigned

Annual in-service training is provided through an appropriate state, regional, or national conference, and/or state training and workshops as recommended through annual evaluation and according to annual priorities and needs, and funding available.