

# Child Care Connections of Cleveland County, Inc.

## Regional Healthy Social Behaviors Specialist Job Description

**Job Summary:** The Healthy Social Behaviors Specialist is responsible for implementing program goals and providing technical assistance, training and support to childcare providers promoting healthy social behaviors in Catawba, Cleveland, Gaston and Lincoln counties. This position reports to the Healthy Social Behaviors State Project Manager who will coordinate and manage this project and the Executive Director of the Lead Agency for Region 7. This position will be housed in the Lead Resource and Referral Agency for Region 7 and will be considered an employee of that agency.

### **Duties and Responsibilities:**

- Identify, prevent and address challenging behaviors in young children in child care settings, while working to promote social and emotional competency in young children
- Educate child care providers to reduce abuse and neglect violations in child care setting that are related to discipline
- Determine strategies to teach children socially appropriate behaviors
- Change adult behaviors in early childhood environments to diminish challenging behaviors
- Deliver twelve (12) presentations regionally in the area of social-emotional development and/or behavioral issues, including five (5) standardized training
- Provide at minimum fifteen (15) on-site technical assistance visits in local child care settings per month to mentor and assist teachers in promoting healthy social-emotional development. Priority will be given to programs that have a discipline-related A&N substantiation
- Collaborate with other statewide HSB Specialists in the production of twelve (12) articles to be used in county and regional newsletters
- Work collaboratively with other consultants and technical assistance personnel in the region as well as the state team of HSB Specialists and project manager to achieve goals of the project and ensure successful evaluation
- Cultivate relationships with other HSB Specialists, educators and mental health professionals to assist child care providers and families in promoting positive behaviors in young children
- Promote awareness of the availability and resources of HSB Specialists to child care providers and intermediary agencies
- Survey each child care program that receives on-site technical assistance to collect data on the number of children expelled and/or suspended due to challenging behaviors during the previous year as compared to the current year
- Participate in NC CSEFEL Pyramid Model Partnership training and all other trainings required for continued employment as HSB Specialist
- Participate in local, regional and state meetings as required by the State Project Manager and Executive Director of the Region 8 Lead Agency
- Participate in project evaluation plan, including data collection and quarterly reporting
- Carry out other administrative support activities as requested by the Executive Director

**Special Skills:**

- Effective oral and written communication skills
- Computer experience: knowledge or demonstrated ability to learn File Maker Pro, Excel, and Word
- Attention to detail with the ability to handle large volume of administrative work
- Ability to independently manage a large caseload of technical assistance and trainings throughout the region
- Ability to prioritize work and travel schedule to balance administrative duties, technical assistance and trainings
- Ability to work with diverse clients
- Professional appearance and demeanor

**Education and Experience Requirements:**

- Bachelor's degree in Early Childhood Education, Child Development, Child Psychology or related field and three years experience in direct service and management working with preschool children, their families and/or the programs that serve them (teaching and administrative experience preferred)
  - EEC Level 11 with TAE required within 1 year of hire; PDE also recommended
- OR
- Master's degree in Early Childhood Education, Child Development, Child Psychology or related field and two years experience in direct service and management working with children, their families and/or the programs that serve them

**Special Work Requirements:**

- An automobile at his/her disposal; valid non-suspended North Carolina driver's license and current automobile liability insurance policy with continuous coverage. Reasonable accommodations may be made at the Lead Agency discretion.
- Extensive travel throughout the region and some state-wide and out of state travel
- No substantiation or criminal conviction for child abuse or neglect
- Requires the need for flexible schedules, including evening and weekend work

Full time position: 40 hours a week

Salary range: \$39,500 - \$45,000

References must be furnished upon request. Salary is dependent upon qualifications and experience.

All interested applicants should submit a letter of interest and current resume by e-mail to

[director@ccchildcareconnections.org](mailto:director@ccchildcareconnections.org)

A completed Child Care Connections of Cleveland County, Inc. application and official transcript may be required later.