

## Center for Community Action

195 Drive In Lane  
Everett, PA 15537  
Phone: 814-623-9129



**Job title:** Keystone STARS Inclusion Specialist ELRC Region 6 (Franklin, Fulton, Bedford, Huntingdon, Blair, Cambria, Somerset Counties)

**Work Location:** To be determined – will be based out of CCA Office within Region 6 depending on home location of the candidate

**Division/Department:** ELRC

**Reports to:** STARS Manager

☒ Full Time

☐ Part Time

☒ Exempt

☐ Nonexempt

**Starting Salary:** \$43,000.00 per year

**Essential Duties and Responsibilities:** The primary focus of the Keystone STARS Inclusion Specialist is to support early learning programs in ELRC Region 6 in creating nurturing learning environments that advance social-emotional and behavioral health outcomes among children, families, and early childhood professionals. This position works across a broad range of early care and education (ECE) settings to promote wellness in young children by increasing the capacity of adult caregivers to support children's developmental needs. Our goals are to increase child and caregiver resilience, while reducing challenging behaviors (including those that lead to suspensions and expulsions) by utilizing evidence-based best practices; providing early identification of behavioral concerns; and making referrals to appropriate community services. In addition, the coach will provide onsite assistance to ECE childcare programs in the form of observations, consultation and professional development. The Specialist may also provide additional activities including parent education and community training on topics related to social-emotional development and well-being of young children.

### Specific Duties:

#### Consultation and Referral

- Utilize a coaching model to coordinate and deliver regular onsite consultative services to ECE programs, providing guidance to professionals and caregivers to effectively understand and support children's positive behavior and development.
- Develops and maintains positive working relationships with providers, staff, colleagues and agency partners including a specified caseload of early care and education and school-age practitioners ensuring target goals are achieved.
- Disseminate information through personal contact, informational material, print and electronic media, etc.
- Assists practitioners with creating behavioral goals and plans for implementing pyramid model practices.
- Promote high quality interactions and relationships between children and their peers and between children and adult caregivers/ teachers.

- Assist programs with facilitating an evidence-based social emotional practices such as PBIS-Pyramid Model practices and curriculums, such as Conscious Discipline
- Provides professional development to practitioners on best practices in early childhood education including social emotional development and practices to build positive relationships, support positive interactions with children and reduce challenging behavior
- Act as a resource informing practitioners and families of available resources
- Connect and refer children, families, and providers to programs, resources, and supports that will foster their development while addressing barriers to access.
- Support the mental health and well-being of adults who care for children.

### **1. Community Liaison**

- Assist providers with referrals regarding particular children with mild social-emotional challenges, including administering of screening and assessment tools as warranted.
- Collaborate with ELRC Keys to Quality Coaches.
- Maintains comprehensive knowledge of programs and resources within the mental health field and within ELRC 6 region.
- Build relationships with other early childhood serving systems within the region.
- Works with the supportive/collaborative systems to assure the practitioner is able to access additional services as are needed and works closely and coordinates with community agencies including Early Intervention, IECMH and EITA to ensure supports are provided to programs regarding Inclusion, and the reduction of suspension and expulsion.
- Create a shared understanding of the effects of trauma and adversity, including oppression, prejudice, discrimination, racism, and gender inequity on the developing brain.
- Facilitates meetings between practitioners, families, and/or community agencies to support communication and collaboration.

### **2. Training:**

- Maintain up-to-date knowledge of best practices in the ECE and ECMH field.
- Obtains annual professional development on topics related to professional development goals. Participates in ongoing professional development and educational opportunities to augment his/her own skills.

### **3. Record Keeping**

- Collects, maintains, and submits reports as needed.
- Maintain current and updated clearances and mandated reporter training.
- Document communications, trainings, and site visits with practitioners.
- Maintains complete, accurate and accessible automated and manual files, records and databases, and prepares associated reports as required by government, funding source, and ELRC management.

### **4. Program Development**

- Participates in regularly scheduled meetings, trainings and conferences as requested by supervisor.

- Participate as an active member of the STARS Quality team and evolving organization, including the development and implementation of strategic plan goals, program evaluation, and ongoing communication to meet program objectives.
- Collaborates with the STARS Manager to further develop the Rapid Response system in ELRC 6 including policies, practices and forms

**5. Legal and Ethical Responsibilities:**

- Complies with all pertinent state and federal laws including DHS Regulations and STARS Standards
- Adheres to the NAEYC Code of Ethics and maintains confidentiality of participant information.

**Education and/or Work Experience Requirements:**

1. Master's degree early childhood education or related field with a focus or experience in early childhood development or mental health field such as social work, psychology.
2. Demonstrated knowledge, understanding, and expertise of child development, early childhood mental health, early childhood social/emotional screening and assessment tools, prevention and intervention techniques, and local resources.
3. Demonstrated knowledge and experience in relationship-based professional development, technical assistance practices, and adult learning methods.
4. PQAS Certification preferred or will obtain within 6 months of hire.
5. Demonstrated knowledge and experience working with diverse and culturally unique populations.
6. Proficient in use of One Drive, Zoom, Microsoft Office (including Word, Excel, PowerPoint, Outlook), and other computer functions.
7. Demonstrated skills in written and verbal communication including correspondence, reports, etc.
8. Proven ability to work independently, manage time, complete assignments, and meet deadlines in a shared office space and out of the office or via tele-commuting.
9. Ability to adapt and be flexible in a constantly changing environment that adjusts to meet organizational and community needs.
10. Demonstrated experience working as a member of a team.

**OTHER REQUIREMENTS:**

1. This position includes the normal physical demands associated with work in an office environment, including lifting, bending and carrying, and travel to other facilities within the region.
2. This position requires availability and flexibility to participate in services, programs and activities during regularly scheduled workdays, evenings, and weekends.
3. This position requires the ability to travel within the assigned region as well as occasional travel outside of this region.
4. Valid driver's license, reliable transportation, vehicle insurance to comply with Agency standards of coverage, and willing to travel in all the counties we serve, and other counties as required.
5. Federal Bureau of Investigation (FBI) fingerprint processed in accordance with Public Law 92522 and Child Protective Services Law (Title 23, PA C.S. Chapter 63), Federal Criminal History Background Check

6. Pennsylvania Child Abuse History Clearance
7. PA State Police Report of Criminal History Clearance

I understand and agree to the terms and requirements of the job duties for this position as set forth above. This organization reserves the right to revise and change job descriptions as the need arises. This job description does not constitute a written or implied contract of employment.

AA/EOE

**Print Employee Name:**

**Employee signature:**

**Date:**