

Relationship Based Professional Development Specialist (Part-Time, Bilingual Somali)

Position Type: part-time, 10 hours per week, non-exempt

Locations: Minnesota

About the Organization:

The Center for Inclusive Child Care (CICC) is a non-profit, centralized, comprehensive resource network supporting inclusive quality care for children in community child care settings. CICC provides relationship-based professional development including support, training, modeling and resources to child care programs throughout Minnesota. The CICC is funded by the Minnesota Department of Human Services, foundation grants and earned income. The CICC serves over 15,000 children annually in more than 350 child care programs.

The mission of the CICC is to be a centralized, comprehensive, and responsive resource network supporting quality care for children in community settings. CICC believes all children should have opportunities to participate in quality care and education in all community settings.

Position Overview:

This position serves as a link between primarily Somali-speaking families, providers, community programs, organizations, and parents by responding to needs providing support over the phone, online, and face-to-face.

This position will primarily be responsible for providing relationship-based professional development (RBPDP) and coaching to child care programs, family child care, and child care center staff throughout Minnesota. The coaching will include support, modeling, goal setting and reflection, and resources focused on inclusion, health and safety best practice, and/or infant and toddler best practice. RBPDP Specialists can assist the program in one or all of the following based on their endorsement level:

- Inclusion focuses on the successful inclusion and retention of a child with special needs or addressing challenging behaviors.
- Health and Safety focuses on increasing the provider's knowledge and implementation of licensing regulations and health and safety best practices.
- Infant/Toddler focuses on supporting the unique needs of infants and toddlers by improving program quality through responsive care and developmentally appropriate practices.

Essential Functions, Duties and Responsibilities

- Provide Relationship Based Professional Development to assist early childhood professionals and programs in gaining skills in promoting and implementing inclusion, health and safety policies, and/or infant and toddler best practices.
- Recognize existing strengths of educators and build positive, reflective mentor/coaching relationships, adapting to diverse learning styles.
- Work interactively with early childhood educators to jointly develop and implement Continuous Quality Improvement plans to meet ongoing goals.
- Provide hands-on support and modeling as well as observation and reflective feedback to promote goals.

- Assist those being coached to structure environments, routines and interactions that contribute to positive social-emotional outcomes for the children and families in a program.
- Assist the participant to identify resources and supplies in accordance with individual plans and related program needs.
- Connect programs and individuals to community partners to access external support when needed.
- Communicate clearly, regularly and professionally/respectfully with individuals, teams and related program staff, including directors, as needed to advance the coaching partnership.
- Complete required documentation in our systems related to the coaching process including tracking progress on goals and coaching events.
- Manage the required caseload and site visits in an efficient, flexible and responsive manner in order to meet program goals and CICC deliverables.
- Completes and maintains accurate events in the Develop system within five business days of the event to monitor progress and measure outcomes as needed for statistical and reporting purposes for the Minnesota Department of Human Services.
- Contribute to the continual improvement of the company's RBPB services.
- Build relationships with staff based on mutual respect and effective communication.
- Develop an on-going relationship of mutual support with community partners who also work with or support programs that participate in coaching.
- Participate in comprehensive professional development offered for RBPB specialists as directed.
- Contribute to program reporting, including program evaluation, through data collection, documentation and reporting.
- Follow privacy and ethical guidelines for sharing information on programs (including staff, children and families), employees or Board Members.
- Follow all mandated reporting laws for child abuse and neglect.
- Recruit Early Childhood programs to participate in the Center for Inclusive Child Care's program.
- Other duties as assigned.

Travel & Expected Hours of Work (Temporarily will work remote due to COVID-19)

- This position requires up to 75% travel throughout Minnesota.
- Must be physically able to independently operate your own vehicle and travel independently throughout the region, and statewide, as needed.
- Ability to travel to appointments, meetings, and training sessions which may require an overnight stay.

Minimum Qualifications:

- Bi-lingual/fluent in Somali and English in speaking, reading and writing.
- 5 years of experience providing direct service in early childhood education.
- Associate degree in Early Childhood Education, Child Development, Psychology, Social Work, Sociology, or a related field with 6-23 approved credits; OR 60 semester credits with 6-23 approved credits. Must meet the Achieve requirements for endorsement for either Health & Safety Specialist, Inclusion Coach and/or Infant Toddler Specialist found at: <https://www.mncpd.org/resources/#tab-id-3>
- Must possess and maintain a valid state driver's license and vehicle insurance.

- Satisfactory completion of pre-employment screening.

Preferred Qualifications:

- Three years of leadership or supervisory experience including coaching, consultation and/or mentoring.
- Knowledge of Minnesota child care licensing and programmatic requirements in the early care and education system in Minnesota.

Benefits:

- Individual Retirement Account (IRA) Contributions
- 2% IRA Match
- Paid Time Off
- Six Paid Holidays plus additional paid holidays while we close our office for Christmas from December 24 – January 1st.
- 7 weeks paid parental leave

Work Remotely:

- Temporarily due to COVID-19

The Center for Inclusive Child Care values racial, ethnic, and cultural diversity. We strongly encourage diverse candidates to apply.

The Center for Inclusive Child Care is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status, familial status, membership or activity in a local human rights commission, or status with regard to public assistance, protected veteran status or any other characteristic protected by law.