



Collaboration for  
Early Childhood

## PROFESSIONAL POSITION DESCRIPTION

<b>JOB TITLE:</b>	Child Development and Health Partnership Coordinator
<b>REPORTS TO:</b>	Director of Programs and Contracts
<b>COMMITTEE AFFILIATION:</b>	Health and Development Committee (Physicians' Network)

### WHO WE ARE

The Collaboration for Early Childhood is a collective impact agency in the Chicago suburbs. Our primary goal is to build the capacity of the community around us to support children under five years of age and their families. We work with early childhood professionals, community leaders and families to raise our community's ability to support young families. We are a professional agency with a big heart and an important mission. We care deeply about the work that we do, and are looking for someone who above all has a passion for impacting the lives of children. Our work is complex and thorough and our goal is to bring about real and lasting change in the community.

### OVERVIEW

The Child and Health Partnership Coordinator oversees the development and distribution of child development and health resources, materials and systems to support the successful development of children ages birth to five, inclusive of a community-wide developmental screening program and support with referral systems. This person should connect with local school districts to advocate for and support the integration of screening tools into their systems for preschool and kindergarten. This person brings together partners involved with child development and health.

### CONTENT AREAS

- Child health and screening
- Child health practitioner support
- IEP and special needs resources
- Mental health / social emotional health
- Maternal health
- Social determinants of health

### MAJOR RESPONSIBILITIES

#### *Child and Maternal Health and Screening*

- Manage the Collaboration's screening project(s) and related efforts.
- Promote the broad adoption of developmental screening in the Collaboration service areas.

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- Work collaboratively with Collaboration partners and contractors to promote and support developmental screening and referral processes.
- Respond to parent and professionals' requests for developmental screening, referral and evaluation information, resources and support.
- When possible, promote use of perinatal depression screening and autism screening by health care professionals and support referrals when needed.
- Identify relevant and important maternal and child health information and share widely with community partners and families.
- Develop and implement programming to address community child and maternal health needs, in partnership with community resource providers whenever possible.

### *Child Health Practitioner Support*

- Identify health and child development training needs and opportunities to reach all interested early childhood and health care professionals.
- Work with physicians, child care professionals, preschool professionals, early intervention professionals and early childhood special education professionals to monitor best practices for reaching all children through the development and/or dissemination of health resources and health screening opportunities.
- Promote broad use of health and referral services by all early care and health service professionals – early care and education programs, maternal health professionals, child health professionals, social service professionals.

### *IEP and Special Needs Resources*

- Establish collaborative relationships with the local health and child development stakeholders, such as Illinois Early Intervention (Child Family Connections (CFC 7)), Oak Park and River Forest Elementary School Districts, Illinois Early Intervention and Developmental Service professionals.
- Work with Collaboration staff and committees to identify indicators and data sources to collect accurate information about the number of children who are referred for further assessment to Illinois Early Intervention and Early Childhood Special Education programs and that the number of children who are identified as needing additional services receive them.
- Maintain and disseminate the procedures for referrals to Early Intervention and local Early Childhood Special Education. Design and implement changes to these processes as needed.

### *Mental Health / Social Emotional Health*

- Advocate for the pro-active utilization of infant/early childhood mental health consultation services in early learning partner programs.
- Connect providers and families to social-emotional health resources.

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### *Social Determinants of Health*

- Build and support critical connections to expand and align with other partners in the community supporting children and families including housing, pediatricians and health centers, faith-based alliances, and other groups.
- Increase awareness of the role of social determinants of health in child development and child health.
- Connect providers and families to resources which address family social determinant of health needs.

### *Overall*

- Develop and implement programming (in partnership with community resource providers whenever possible) to address community child development and health needs.
- Part of a team that produces and distributes child health resources for practitioners and parents.
- Ensure data is collected, establish benchmarks and monitor progress.
- Staff the Health and Development Committee of the Collaboration.
- Guide the Health and Development Committee to design and support opportunities to promote a stronger connection between the early childhood community and health practitioners, and to increase health professionals' awareness of early childhood developmental issues and services.

### *General*

- Demonstrate a commitment to diversity, equity, and inclusion through continuous development, modeling inclusive behaviors, and proactively managing bias.
- Ensure equitable experiences and promote a culture of inclusivity and belonging that embraces the contributions of all community partners.
- Create and contribute to a positive and collaborative environment for staff, contractors and community members through positive communication and a commitment to relationship building.
- Contribute positively to the future growth and expansion opportunities for the agency.
- Additional activities upon the request of the Director of Programs and Contracts or Executive Director.

### **ESSENTIAL KNOWLEDGE AND SKILLS**

- Strong interpersonal and relationship building skills.

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- Strong use of technology, including working knowledge of Microsoft Office Suite and Google Apps. (Knowledge of ASQ Online, Basecamp, MailChimp and Qualtrics is a plus).
- Ability to work with racially and culturally diverse people with differing professional skills and backgrounds, including medical professionals.
- Confident public speaker.
- Excellent writing skills with the ability to effectively write and communicate in a concise manner to a variety of audiences and stakeholders.
- Proven ability to problem solve within a team context and a strong commitment to collaborative work.
- Knowledge of and familiarity with Developmental Screening Tools such as Ages and Stages Questionnaire and the MCHAT.
- Detail-oriented.
- Strong organizational skills.
- Empathetic, caring, and supportive.
- Deliberate and self-reflective about the team and culture that we are building and care deeply about supporting each other's growth as well as that of our community partners.
- Ability to think proactively about the needs of community partners to create programs to advance the Collaboration's work in the community.

### REQUIREMENTS:

- Bachelor's degree (or significant administrative or project management experience) in Early Childhood, Child Development, Social Work, Psychology, field related to Child Health, or similar field.
- Experience in Early Intervention or Early Childhood Special Education. Must be familiar with the referral, evaluation and service processes of these entities.
- Experience working with diverse populations including racial, ethnic, ability, economic, gender, and from various geographical settings.

**SUPERVISORY RESPONSIBILITIES:** Volunteers assigned to Health and Development content area projects.

**CONTRACTOR OVERSIGHT:** Behavioral Specialist (Infant and Early Childhood Mental Health Consultant), Oak Park Public Health Department, Public Health Nurse (for resource development and information sharing).

**WORK FORMAT:** This position is full-time, office-based, and located in Oak Park, IL. This role is expected to perform functions in person in Oak Park, IL and nearby areas.

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*The Collaboration will make reasonable accommodations in compliance with the Americans with Disability Act of 1990. Unless exempted by the ADA, the person hired for this position will be required to perform all the tasks required to fulfill job responsibilities including having the ability to lift up to 25 pounds.*

*Elements of each job position at the Collaboration for Early Childhood are subject to change as the agency grows and evolves. Staff may be asked to assume responsibilities not listed on this form.*