



## Community Action Agency

<b>Job Title:</b>	Early Childhood Specialist	<b>Job Category:</b>	Non-Bargaining Unit
<b>Department/Group:</b>	Children's Programs	<b>Position #:</b>	557
<b>Location:</b>	Jackson	<b>Travel Required:</b>	Yes
<b>Level/Salary Range:</b>	Level 09, \$18.65 - \$24.15	<b>Position Type:</b>	Full-Time
<b>HR Contact:</b>	Lora Higgins	<b>Date posted:</b>	June 28, 2017
<b>Will Train Applicant(s):</b>	As needed	<b>Posting Expires:</b>	July 14, 2017
<b>External posting URL:</b>	<a href="http://www.caajlh.org">www.caajlh.org</a>		
<b>Internal posting URL:</b>	<a href="http://www.caajlh.org">www.caajlh.org</a>		
<b>Applications Accepted By:</b>			
<b>Fax or E-mail:</b> (517) 784-5188 or <a href="mailto:lhiggins@caajlh.org">lhiggins@caajlh.org</a> <b>Attention:</b> Lora Higgins, HR Manager RE: Please put job title you are applying for in subject line.		<b>Mail:</b> Community Action Agency Attn: Lora Higgins, HR Manager 1214 Greenwood Ave. Jackson, MI 49203	
<b>Job Description</b>			
<b>Role and Responsibilities</b> To work as a member of an interdisciplinary team to provide developmental expertise in infant/toddler development. Make weekly home visits to eligible families with the purpose of working intensely with infants, toddler and their families to facilitate school readiness through a focus on child development and bonding between parent(s) and infant/toddler.			
<b>Qualifications and Education Requirements</b> Master's degree in Social Work, Counseling or Early Childhood Education is preferred. Bachelor's degree in social work or related human service field will be considered. Licensed Social Worker in the State of Michigan preferred along with endorsement in Infant Mental Health Level II. Minimum two years' experience in relevant work with families with multiple challenges; demonstrated knowledge of typical and atypical infant development and family dynamics. Excellent interpersonal skills demonstrating tact, courtesy and empathy as appropriate. Must be able to accurately complete and document case notes/lesson plans and other reports in a timely fashion. Must be able to visit clients in their homes, including non-handicapped accessible and with frequent exposure to environmental hazards. Must be able to pass required physical, TB and criminal background clearances.			
<b>Preferred Skills</b> Must be able to demonstrated observation, assessment and knowledge of child development skills. Able to identify and assess needs in families whose children are at risk. Demonstrate ability to establish a trusting relationship with parents of varying economic, cultural and developmental situations. Demonstrated knowledge of all Microsoft office products.			



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