

# Early Learning

INDIANA

<b>POSITION TITLE:</b>	<b>CCR&amp;R CO Family Engagement Support Specialist</b>
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## JOB SUMMARY

As the Child Care Resource and Referral Central Office (CCR&R CO), Early Learning Indiana (ELI) provides strategic leadership and implementation guidance to local Child Care Resource and Referral (CCR&R) agencies who strengthen Indiana's local early care and education infrastructure. The Family Engagement Support Specialist will design initiatives and provide implementation support to strengthen the CCR&R Network's efforts in connecting families to quality care, increasing awareness about CCR&R services and identifying two-generational opportunities to connect families to resources.

## ESSENTIAL RESPONSIBILITIES

- Support the Family Engagement Specialists within the CCR&R Network to make connections to community resources and increase awareness of CCR&R services.
- Work with the CCR&R Network on the development and distribution of family-facing outreach materials.
- Implement a statewide strategic plan that supports innovation and collaboration to improve family stability and security using 2GEN principles.
- Identify and facilitate targeted professional development opportunities to build the knowledge, skills and overall effectiveness of the CCR&R Network in supporting families.
- Identify gaps in service delivery as it relates to serving families and young children through child care referrals and our Family Resource Navigator services.
- Seek routine feedback and input from the CCR&R Network and statewide stakeholders to strengthen practice and uncover new opportunities.
- Be responsive to needs and requests from system stakeholders and the CCR&R Network consistent with scope of responsibilities.
- Develop consumer education campaigns to educate families about early care and education and identify opportunities to learn from families.
- Attend and engage in local stakeholder and advocacy committee meetings.
- All other duties as assigned to advance the missions of the CCR&R CO and CCR&R Network.

## EDUCATION, EXPERIENCE & OTHER REQUIREMENTS

An individual must have the following education and/or experience.

- Bachelor's degree in education, early childhood education, counseling, social work, psychology, or other related social science field required
- Three (3) to five (5) years of experience working in an organization or government agency that serves children and families required
- Familiarity with or experience in eligibility determination services required
- Relevant experience providing family-centered services to families with special needs, families with low-income, and/or families that have experienced trauma preferred
- Familiarity with the 2GEN or Whole Family framework preferred
- Bilingual in Spanish and English preferred

## COMPETENCIES & SKILLS

The successful team member will demonstrate individual competency in the following areas:

- Ability to build and nurture relationships
- Excellent verbal and written skills
- Ability to multi-task, prioritize and be detail-oriented
- Demonstrates professionalism in appearance and actions
- Demonstrates fair treatment of others and supports a positive work environment
- Ability to take initiative and work proactively

## WORK CONTEXT

The requirements described here are representative of those that must be met by a team member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The team member frequently is required to:
  - Stand, walk, sit
  - Use hands and fingers to handle books, paper, technology
  - Use computer and other electronic equipment and technology
  - See and read
  - Communicate with multiple audiences, including children, families, colleagues, and management
  - Reach with hands and arms
  - Stoop, kneel, crouch, crawl
- Must be able to reliably travel throughout the State of Indiana up to 50% of the time.
- Legally able to work in the United States for any employer.

*The statements contained herein describe the scope of the responsibility and essential functions of this position but should not be considered an all-inclusive list of work requirements.*

*Employment with Early Learning Indiana is contingent upon satisfactorily completing pre-employment requirements. Pre-employment screenings include, but are not limited to, criminal background and drug screenings. Employment with Early Learning Indiana is at-will.*

## ABOUT EARLY LEARNING INDIANA

Early Learning Indiana is a nonprofit organization on a mission to ensure children are empowered with essential skills to thrive in kindergarten and beyond. We practice what we teach by operating a network of premier, community-based schools – called Day Early Learning centers – where we advance the science of early education, invest in a new generation of teaching, and instill essential skills in over 1,000 children each day. Building on more than a century of experience, Early Learning Indiana also serves as a leading voice and advocate for the transformation of Indiana's early learning landscape by addressing systemic barriers to access, affordability, and quality. Learn more about us at [EarlyLearningIn.org](https://EarlyLearningIn.org).

*Early Learning Indiana is an Equal Opportunity Employer. We provide Equal Employment Opportunities (EEO) to all team members and applicants for employment without regard to race, color, religion, gender identity, sexual orientation, national origin, age, disability, genetic information, sex, citizenship status, military status, marital status, amnesty, or other status protected by law.*

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My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

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Team Member's Signature

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Date

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Supervisor's Signature

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Date