



Bilingual Child Development Specialist

Job Description

About North Marin Community Services

North Marin Community Services (NMCS) is the anchor human service non-profit serving Novato/North Marin for the past 51 years. Our mission is to empower youth, adults, and families in our diverse community to achieve well-being, growth, and success; we envision a strong community with opportunities for all. A trusted community resource, our quality programs are grounded in stability, expertise, and commitment to effectively address the changing needs of our community. Recognized for our leadership and program excellence, we provide vital resources, educational opportunities, and economic support to individuals and families in our community. Whether in the form of short-term assistance or long-term intensive partnership, our interconnected services work together to encourage success at home, at school, and in life to over 10,000 people annually. Join an organization dedicated to providing a supportive and professional working environment. Located in beautiful Novato/Marin County/CA, our workplace culture is driven by our five values: teamwork and collaboration, equity, excellence, integrity, and learning and continuous improvement.

Most Recent Update: Job Title:

June 7, 2024

Bilingual Child Development Specialist

Status:

\$36-\$38/hr (\$74,880-\$79,040/year) DOE. Full-time (40 hours/week) salaried exempt, sign on bonus of \$1,000 upon hire

Reports to:

Child Development Program Director

Purpose:

The Bilingual Child Development Specialist serves in a key role within the Child Development Program. Key functions include serving as a liaison for Child Development families, supports Developmental Playgroup, child enrollment and scheduling, translation support, and teacher and parent engagement and communication. This position works closely with Program Director and ECE Manager to create a positive, culturally affirming climate and effectively engaging families and staff.

Essential Functions:

Developmental Playgroup

- Provide basic needs screenings for Playgroup families in English and Spanish and refer interdepartmentally to mental health, case management, and child development
- Assist ECE Manager during twice weekly Development Playgroup, including providing information about community resources and events in in English and Spanish
- Create and implement Playgroup marketing and outreach activities, including with families who are currently waitlisted for childcare funding
- Support Playgroup families in completing annual developmental screening using the Ages and Stages Questionnaire (ASQ-3) and work with ECE Manager and Help Me Grow Marin to provide referrals and tailor Playgroup experiences to meet each child's needs
- Support with dissemination and collection of Annual Developmental Playgroup Family Survey
- Work in partnership with ECE Manager to create annual scope of work
- Coordinate community guests to visit Developmental Playgroup, including Marin County Free Library
- Interact with children, requiring a full range of motion to lift, reach, squat, climb, sit, and otherwise fully participate in activities.

Family Support and Engagement

- Co-host Parent Advisory Committee, including translation of quarterly meetings, to ensure Spanish-speaking families are able to access information and provide input on Child Development-related matters
- Conduct comprehensive parent orientation for Spanish-speaking families upon enrollment
- Co-lead parent workshops in English and Spanish
- Collaborate with families and teaching staff to facilitate ongoing conversations and support regarding children's development in English and Spanish

North Marin Community Services

For more information about our agency or our programs, visit www.northmarincs.org

- Work in collaboration with Child Development managers to ensure families receive access to parent involvement opportunities that are culturally and linguistically appropriate, including creation and implementation of annual Parent Involvement Plan
- Provide translation and interpretation support for the Child Development program, and other programs as needed, in order to ensure written and verbal communication to families is accessible in both Spanish and English
- Support with dissemination and collection of Annual Parent Satisfaction Survey
- Participate in annual Program Self Evaluation process for CDE and CDSS to determine areas for growth and ways to maintain continuous improvement efforts as it relates to equitable and effective family engagement
- Respond to Child Development phone and email inquiries from the public. Work with Program Director to set up and conduct parent tour and refer families to scholarship availability.

Program Administration

- Coordinate childcare schedules, including communicating with parents, updating scheduling changes and associated record keeping, reconcile monthly attendance sheets, and work with Finance Office regarding monthly childcare billing and MC3 invoices Support Program Director with staff development, including conducting staff meetings/trainings
- Support CSPP/CCTR recertification process by providing back up to the Enrollment Coordinator and processing paperwork
- Occasionally serve as a backup driver and substitute teacher
- Manage Remind for Child Development programs
- Verify CACFP eligibility determination (meal benefit forms)
- Serve on the NMCS Communications Team and support Child Development program with branding and social media
- Demonstrate commitment to ongoing professional growth by attending staff trainings
- Serve as a strong ambassador of the organization. Accompany program managers as needed for public presentations.
- Supervise and interact with children, requiring a full range of motion to lift, reach, squat, climb, sit, and otherwise fully participate in activities.
- Maintain current CPR and First Aid Certification (willing to send to training).
- Job may include walking up and down stairs, standing, lifting moving small items of up to 25 lbs.

Qualifications:

Required Qualifications:

- Bachelor's degree in child development/early childhood education, social work, human services, special education, or related area of study
- Child Development Site Supervisor Permit; or BA/BS degree and 12 ECE units and 3 units supervised field experience
- Experience providing in early childhood education field; community-based services and managerial experience a plus
- Valid Class C driver's license and insurability at non-risk rates
- Fluent in both English and Spanish, written and spoken
- Strong organizational skills as demonstrated by the ability to effectively manage multiple tasks
- Intermediate/advanced in Microsoft Office programs
- Experience and/or interest in being trained in marketing
- CPR/First Aid certification or willingness to train

Conditions of Hire:

- Fully vaccinated against COVID-19 unless granted a medical or religious exemption.
- Pre-employment health exam including proof of vaccinations and TB test clearance.
- Criminal record clearance or exemption from California Department of Social Services. All convictions other than minor traffic violations require an exemption, including convictions that have been expunged.

To Apply:

Please visit <https://www.northmarincs.org/careers-internships/>