Career Development Center
New York Early Childhood Professional Development Institute

Early Childhood Social Emotional Associate

New York Early Childhood Professional Development Institute

Brooklyn, NY

Posted on May 9, 2019

Job Description

MISSION

Children need to spend their most critical years with dedicated, educated, trained, and well-compensated individuals in order to thrive. The New York Early Childhood Professional Development Institute leads the work to establish and implement an early childhood workforce system to ensure funding, standards and competencies, career development resources, qualifications and credentials, professional development (training and strengths-based coaching), and program quality assurance and improvement for individuals who work with young children throughout New York. Housed at the City University of New York, the Institute is a fast-paced, dynamic public/private partnership that is committed to the early childhood workforce across New York State.

GENERAL DESCRIPTION

The NYS Early Childhood Social Emotional Associate supports the work of the PDGB-5 (Preschool Development Grant Birth to Five) Grant project as it relates to the NYS Early Childhood Advisory Council (ECAC) and will identify and coordinate across the four focus areas of the ECAC Strategic Plan building awareness and delivery of early childhood mental health (ECMH) services in NYS. The position will include identification and analysis of ECMH data and program models. The position will involve frequent written and oral communications with a wide variety of people, including executive and management staff, co-workers, program and administrative staff, representatives of businesses and organizations, and the public. This position is integral to the work of the Preschool Development Grant Birth through Five initiative and the ECAC and will require regular communication with the NYS Early Childhood Social Emotional Coordinator and PDG B-5 Manager, as well as members of the ECAC focus areas and NY Early Childhood Professional Development Institute staff.

This position is based at the Council for Children and Families, in Albany. Out-of-state travel is required at least one time during the grant year. Some in-state travel and occasional evenings and/or weekend work will be required. This is a federally-funded grant position through December 2019 with a strong possibility for continued funding after Dec. 2019. Salary will be pro-rated based on the length of this project.

Responsibilities

Data Collection and Compilation

· Identify and compile early childhood mental health information to create statewide mapping of infant mental health services.

· Develop centralized resource of statewide early childhood mental health resources.

· Support Pyramid Model State Leadership Team and implementation, data collection and analysis.

· Create a clearinghouse for Early Childhood Mental Health Consultants (ECMHC) so consultants are easier to find.

Educational Materials Development

· Develop educational materials related to the Pyramid Model, infant mental health, and other relevant topics.

Communication and Partnerships

· Work with partners, including but not limited to the Early Childhood Advisory Council, NYS Office of Mental Health, NYS Department of Health, NYS Education Department, NYS Association of Infant Mental Health, Early Care and Learning Council, Help Me Grow, Thrive NYC, the Center of Excellence for Infant Mental Health Consultation, and Child Care Resource & Referral agencies.

Other

· Other relevant tasks.

Qualifications

Core Competencies

· Knowledge of early childhood field, as evidenced in areas of study or employment.

· Strong writing, oral, and interpersonal skills.

· Ability to build relationships and collaborate to accomplish work.

· Ability to organize, prioritize tasks and meet deadlines.

· Ability to work effectively with staff, partners, and external constituents.

· Ability to utilize and manipulate data.

· Ability to exercise intellectual leadership in resolving issues.

· Ability to listen and respond to the concerns/ideas of others.

· Ability to use Microsoft Word, Outlook, PowerPoint, and webinar software.

Minimum Qualifications

· Bachelor's degree in child psychology, or a related field of early childhood education, infant mental health or child development.

· Project management experience required.

· Proficiency with Excel and other data processing software required.

· Collaborative skills and a team approach to accomplishing work are critical, as well as the ability to organize, prioritize tasks, meet deadlines and be flexible.

Preferred Qualifications

· Master's degree preferred in child psychology, or a related field of early childhood education, infant mental health or child development.

· Experience with the Pyramid Model and social emotional screening tools preferred.

Physical Requirements

· This position operates in a professional office environment. This role routinely uses standard office equipment such as personal computers, laptops, tablets, smart phone, photocopiers, filing cabinets and other presentation materials

· While performing these duties, the employee is required to perform physical activities such as, but not limited to, lifting items (up to 20 pounds), bending, reaching, sitting for prolonged periods of time.

· Ability to travel around the state as needed.

Application Instructions

How to Apply

Apply on the CUNY RF Website: https://www.rfcuny.org/careers/postings?pvnID=VA-1905-003072

· Please provide a resume and cover letter detailing your interest in and qualifications for the position.

Additional Information

EEO Info

We are committed to enhancing our diverse academic community by actively encouraging people of all race, color, religion, gender, gender identities or expressions, sexual orientation, national origin, genetics, disabilities, age, or protected veteran status to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. CUNY is an EEO/AA Employer.

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