



Early Childhood Health and Systems Assistant

Job Title: Early Childhood Health and Systems Assistant

Salary: Hourly \$15 - \$25, Depending on Experience and Education

Hours: Up to 25 Hours per week with occasional evenings, weekends, and travel.

Reports To: Executive Director

Mission Statement: To promote a child-centered school readiness system that fosters early learning, facilitates healthy child development and promotes family success in Grand and Jackson Counties.

Position Summary: Support a system of comprehensive early childhood services by coordinating early childhood professionals, families, and the community to ensure that programs and families have the tools and resources to promote healthy and optimal child development. With the support of the executive director and other GB staff, the primary focus of this position is on coordinating, implementing, and monitoring health related programs that include, but are not limited to, oral health initiatives and screenings, The Meeting Milestones Initiative focused on developmental screenings, professional development and community education on early childhood health related topics, community level health, safety and injury information, and other health related programs as needed by the organization and community.

Duties:

1. Serve as the coordinator for the Meeting Milestones Initiative including developmental, oral health, vision, and hearing screening.
 - a. Coordinate and deliver technical assistance to early childhood care and education providers and primary care providers on screening, referral, and follow-up best practices.
 - b. Facilitate meetings and trainings when appropriate for stakeholders and partners.
 - c. Collect data and assist Executive Director with preparation of reports as needed.
 - d. Build relationships with community stakeholders and families to promote universal screenings.
2. Provide education and professional development opportunities to early childhood professionals on health related topics such as but not limited to safe sleep practices, developmental, oral health, nutrition, and immunizations.
3. Maintain and update community resource guide and provide early childhood related outreach and referrals to parents and families.
4. Assist with early childhood systems-building related activities based on organizational need.

5. Participate as an early childhood representative in community discussions, groups, and planning meetings as needed.
6. Assist with marketing/outreach efforts when needed, including health and child development information via the GB website, social media, newspaper articles.
7. Assist with receptionist duties such as incoming phone calls, typing labels, mail merges, incoming/outgoing mail, inventory and ordering office supplies, and various other tasks as assigned.
8. Attend needed trainings, conferences, or meetings as needed. Overnight travel may be required.
9. Participate as an active member of a fast paced team and evolving organization including the development and implementation of the strategic plan, program evaluation, and ongoing communication to meet program and fundraising objectives.
10. Assume other projects and assignments based on organizational need and individual expertise.

Knowledge, Skills and Abilities

- Proficient in use of Microsoft Office (including Word, Excel, PowerPoint, Outlook and Publisher), Internet, and other basic computer functions.
- Demonstrates skill in written communication including correspondence, reports, etc.
- Demonstrates skill in verbal communication.
- Demonstrates knowledge and experience with coordinating events and logistics.
- Demonstrates knowledge, understanding, and expertise of child development, public health, and the cross sector application of health related initiatives.
- Demonstrates knowledge and experience in relationship based professional development, coaching and technical assistance practices, and adult learning methods.
- Demonstrates knowledge and experience working with diverse populations.
- Ability to work independently, manage time, complete assignments, and meet deadlines in a shared office space and out of the office.
- Ability to interact, communicate, and develop relationships in a positive, professional, and effective manner with families, children, early childhood professionals, coworkers, community members, and other diverse stakeholders.
- Ability to adapt and be flexible in a constantly changing environment that adjusts to meet organizational and community need.
- Ability to drive throughout county and state when needed in a reliable personal vehicle (mileage reimbursement available).

Minimum Requirements:

- Associates Degree.
- Demonstrated experience as a member of a team.
- Valid CO Driver's License and Vehicle Insurance.

Preferred Experience:

- Bachelor's Degree in early childhood, child development, public health, or related field.
- Work history in the health and/or early childhood field.

Interested candidates should send resume and cover letter to: katy@grandbeginnings.org