

Job Description

Title: Psychosocial Support Specialist
FLSA Status: Non-Exempt

Department: Quality Programs
Reports to: Psychosocial Support Manager

Job Summary:

The Psychosocial Support (PSS) Specialist will facilitate the delivery of Save the Children's Psychosocial Support Programs in Miami-Dade/Monroe as well early childhood professional development in alignment with Florida core competencies for early childhood practitioners and directors.

Essential Duties and Responsibilities:

1. Assist with building and maintaining relationships with schools, partners and state contacts.
2. Participate in related meeting and conference calls to support programming efforts
3. Recruitment of program participants and coordinate services
4. Co-facilitate Journey of Hope Junior and Caregiver groups
5. Coordinating with school or institution staff on any children or caregivers in need of supports beyond program scope.
6. Collecting reach and impact data, as well as incident reports as directed
7. Demonstrates ability to work effectively with adult learners, especially in the areas of training and application of motivational strategies.
8. Demonstrates an understanding of the Continuous Quality Improvement Process (CQI), and how to coach providers to create program change.
9. Ensure fidelity to developmentally appropriate curriculum and assessment models.
10. Conduct formal ongoing assessments of classroom learning environments
11. Provide individualized coaching to teachers to analyze individual and classroom child outcomes data to support child learning
12. Ensure all program elements are developed, implemented and accomplished
13. Provide leadership and direction to early childhood teachers
14. Present at local and state conferences in the areas of curriculum and assessment.
15. Work collaboratively across department at the ELC and across agencies in the greater Miami-Dade/Monroe county
16. Participate in and support ELC projects as identified
17. Assist with projects as assigned by the Managing Director- Professional Development
18. Perform related duties as required

Skills and Abilities:

- Strong organization skills
- Accountability
- Adaptability
- Problem Solving
- Ability to work independently as well as in a team environment
- Ability to prioritize

Qualifications:

- Bachelor's Degree in education, early childhood development, social work, psychology, mental health, or a related field
- Three years or more providing professional development in large and small groups
- Knowledge of Early Childhood Education and/or Childcare Center experience

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- Must have intermediate computer skills including experience with Microsoft Office Suite and data management systems
- Outstanding English language communication skills both written and verbal
- Bilingual (Spanish/ Creole) preferred
- Excellent communication skills including telephone/email etiquette, listening skills and the ability to respond professionally.
- Desire to work with and in diverse communities
- 30% or more travel will be required if needed. Must be willing to travel all areas, as needed, to perform required tasks, within the South Florida areas to perform required tasks and provide own reliable transportation. Requires a valid Florida Driver's License, a good driving record and automobile insurance, as required by the Early Learning Coalition driving policy
- Proof of insurance for own transportation.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, talk, hear and use hands and fingers to operate and handle keyboards and controls. The employee is occasionally required to walk and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment:

The work environment characteristics described in this document are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise levels in the work environment may vary but are usually moderately quiet.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities. This document does not create an employment contract, implies or otherwise, other than an "at will" relationship.

Employee Name

Date

Employee Signature