

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL  
7 NORTH 31<sup>ST</sup> STREET  
BILLINGS, MT**

***VACANCY ANNOUNCEMENT***

**~EXTERNAL/INTERNAL~**

**POSITION:** Early Childhood Specialist

**PROGRAM:** Child Care

**WHO MAY APPLY:** All Qualified Individuals

**WORKSITE:** 7 N 31<sup>st</sup> Street

**RATE:** \$15.00 – 18.41/ per hour DOE

**HOURS:** 40 hours per week

**OPENING DATE:** Immediately

**CLOSING DATE:** Open until filled

**WORK SCHEDULE:** To Be Established By Supervisor

**QUALIFICATIONS:** See Job Description

**HOW TO APPLY:** Submit Completed HRDC Application Form located at [www.hrdc7.org](http://www.hrdc7.org) along with Current Resume and Cover Letter to:

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL  
P.O. BOX 2016  
7 North 31<sup>st</sup> Street  
BILLINGS, MT 59103**

HRDC is an Equal Opportunity Employer



## **JOB DESCRIPTION**

### **DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL**

<b>Job Description Title:</b> Early Childhood Specialist	<b>Department/Program:</b> Child Care
<b>Reports To (Title):</b> Provider Services Supervisor	<b>FLSA Status:</b> Non-Exempt
<b>Supervisory Position:</b> No	<b>Position Status:</b> Full-Time
<b>Prepared By:</b> Human Resources	<b>Revision Date:</b> January 2020

### **JOB SUMMARY**

Under the supervision of the Provider Services Supervisor and Program Director and in accordance with the direction and mission of District 7 HRDC, the Early Childhood Specialist is delegated the responsibility of offering specialized training to child care providers utilizing various early childhood research, theorists, and best practices. The Early Childhood Specialist may work directly with a provider in a training and technical assistance model as well as plan, engage, and execute training for groups of child care providers. Early Childhood Specialists may be assigned specific courses and tasks within the Child Care Program department.

### **MISSION OF THE ORGANIZATION**

Through its mission, HRDC-7 empowers people in need through the mobilization and development of community services creating opportunities for success in Big Horn, Carbon, Stillwater, Sweet Grass, and Yellowstone Counties. All HRDC-7 activities focus on 3 national goals:

- 1) Individuals and families with low incomes are stable and achieve economic security.
- 2) Communities where people with low incomes live are healthy and offered economic opportunities.
- 3) People with low incomes are engaged and active in building opportunities in communities.

### **ESSENTIAL DUTIES**

The requirements listed, are representative of the knowledge, skills, and abilities necessary to perform the essential functions of the job. To perform this job successfully, an individual must be able to carry out

each task satisfactorily and perform other duties as assigned.

- Facilitate development of goals in order to address needs and gain new knowledge and skills.
- Work within a developed system of providing continuing education to child care providers to meet the requirements and needs in the Montana early education system.
- Incorporate NAEYC Code of Ethical Conduct and Montana's Early Learning Standards into trainings and all services to child care providers.
- Assist in the development and delivery of early childhood related trainings for child care providers.
- Determine and provide trainings and/or technical assistance to caregivers, early education teachers, child care owners and directors based on a strengths based model.
- Support providers with professional development planning.
- Recruit and educate caregivers to become registered/licensed providers and to participate in the early childhood training programs, meeting contractual requirements.
- Participate in staff meetings, team building, technical training, 1:1 supervision, training required by DPHHS/Early Childhood Services Bureau and other related activities and trainings provided by HRDC 7.
- Network with Child Care Licensing and other community partners to access available resources.
- Assist with Child Care Department events and District 7 HRDC.
- Represent HRDC 7 and the Child Care Department at community meetings and events.
- Notify providers and program staff of professional development opportunities in the service region.
- Attend public events, such as a job fair or community event, to disseminate information about early care and education, becoming a child care provider, Best Beginnings Scholarship and District 7 HRDC services.
- Develop and distribute Welcome Packets to new child care providers.
- Support the STARS to Quality program through program consulting.
- Track and complete required reporting, as needed contractually.
- Implements agency work plans at the program level to ensure achievement of set goals.
- Must uphold the Results-Oriented Management and Accountability (ROMA) principles and practices at all times.

**Additional Knowledge, Skills and Abilities:**

- Effectively **communicates** on all platforms.
- Demonstrates **dependability** and **punctuality**.
- Adheres to a consistent work schedule.
- Demonstrates **professionalism** in the workplace.
  - Maintains professional boundaries with participants;
  - Must have the ability to work with low income and disadvantaged people by modeling an unbiased, non-judgmental attitude.

- Demonstrates positive and appropriate interactions with coworkers and management.
- Contributes to a harmonious and productive work environment.
- Must be a team player to ensure overall program success.
- Nurtures, builds, and mentors employees to build a cohesive team.
- Brings creative suggestions and potential solutions to direct supervisor regarding work barriers and team efficiency

## **MINIMUM QUALIFICATIONS**

### **Education and Experience:**

Minimum requirement is an Associate's Degree in Early Childhood Education/Child Development, or Montana Apprenticeship in Early Education or CDA with 20 college credits in Early Childhood Education with 300 hours of supervised teaching and a minimum of 1000 hours working in an Early Childhood setting. Prefer background of a Bachelor's in Early Childhood/Child Development or Bachelor's Degree in a related field with 20 credits in Early Childhood Education/Child Development or a Master's or Doctoral degree in Early Childhood Education with 300 hours of supervised teaching and a minimum of 1000 hours working in an Early Childhood setting. These qualifications are aligned with the Montana Career Path at the Montana Early Childhood Project. Education plans may be in place for minimally qualified staff.

**Other:** Annual Criminal Background checks and Child Protective Services checks are required.

### **Licenses and/or Certifications:**

Must possess a valid Montana Driver's License, proof of personal automobile insurance and must meet insurability requirements for agency automobile insurance policy.

## **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.

The employee must occasionally move up to 25 pounds; maintain a stationary position while using computer; frequently communicate with co-workers and member of the community on the phone, in writing, and in person; needs to move about inside he office to access file cabinets, office machinery, etc.

## **WORK ENVIRONMENT**

The work environment is typical of that of an office setting. The employee must occasionally move up to 25 pounds; maintain a stationary position while using a computer. Tasks will involve extended periods of time at a keyboard or work station.

*The above statements are intended to describe the general nature and level of work being performed by the individual assigned this position. This job description is not intended to be an exhaustive list of all responsibilities, duties and skills of the personnel in those positions(s).*

*I have read and accept the duties and responsibilities as outlined. I have also been given the opportunity to discuss any questions or concerns regarding any or all of the above directly with my supervisor prior to signing this document. Further, I agree to notify my supervisor immediately in the event that I am unable to fulfill any or all of the duties as outlined above.*

*I understand that **HRDC-7** reserves the right to revise or change this job description as the need arises.*

*I have reviewed this job description and received a copy.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_