



## **HELP ME GROW COMMUNITY LIAISON: ECE FOCUS**

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### **FIRST 5 ALAMEDA COUNTY**

First 5 Alameda County (F5AC)'s vision is that every child in Alameda County will have optimal health, development and well-being to reach his or her greatest potential. Our primary goals are to ensure that children are ready for kindergarten-third grade success and are free from abuse and neglect. Please see our website: [www.first5alameda.org](http://www.first5alameda.org) for our Strategic Plan and reports on the impact of our work.

### **DEFINITION**

Based on a national model, Help Me Grow (HMG) Alameda County is a countywide system to promote the development, learning and social-emotional health of children ages birth to 5. We partner with families and providers to meet children's developmental needs so they can get the best start in life, and work to prevent and/or mitigate delays and disabilities.

The Help Me Grow (HMG) Community Liaison: Early Care and Education (ECE) Focus is responsible for developing, establishing and monitoring relationships with and between early care and education agencies and programs as part of the HMG System of Care in order to create and promote an inventory of available child development services, foster interagency relationships and networking, and identify service gaps and barriers. The HMG Community Liaison coordinates with other liaison staff and HMG outreach efforts, and is part of the HMG Team.

This full-time, non-exempt position reports to the Help Me Grow Program Administrator, and is classified in the Manager level. Funding for this position is provided through a grant from the Thomas J. Long Foundation. The grant term is two years, with the potential for an additional two years pending performance. Funding commitments beyond that point have not been made.

**DUTIES AND RESPONSIBILITIES** include, but are not limited to, the following. Other duties may be assigned.

- Identifies key Alameda County community networks, outreaches to, and develops collaborative relationships with networks, including providers, agencies and organizations that provide early care and education services
- Supports the inclusion of early identification practices at early care and education sites
- Coordinates with the Alameda County QRIS system and coaches
- Creates and maintains a tracking system to ensure regular contact with identified agencies to promote interagency relationships and support their participation in the resource database
- Ensures that the Resource Database is accurate, up to date and meets the needs of users, as assigned

- Plans and provides trainings/presentations about Help Me Grow, its various components, including the provider database, and the use of the Help Me Grow system, as well as trainings on early identification and referral practices in ECE
- Contributes to the development and implementation of Connection Cafés and plans; facilitates and hosts provider networking meetings as assigned
- Collaborates in the planning and implementation of community events to promote child development and Help Me Grow; identifies appropriate events to participate in and coordinates with other F5AC staff to help plan for event logistics and staffing as assigned
- Maintains an electronic list serve to distribute up-to-date information about resources, events, and special needs of families, etc., as assigned
- Analyzes available data and collaborates with community networks, HMG Linkage Line and Family Navigators to identify resources and gaps in services; and makes recommendations to appropriate First 5 staff, external staff and agencies, funders, policy makers and others to address these gaps
- Participates in various collaboratives and coalitions as appropriate
- Regularly drives and/or travels throughout Alameda County to perform the above job duties; driving is an essential function of this position

## **MINIMUM QUALIFICATIONS**

### **Education**

Bachelor degree in social work, public health, social services, or related field

### **And**

### **Experience**

Minimum three years full-time progressively responsible experience in a public or private organization or community development agency serving at-risk families with young children including some experience with community outreach and program management, planning and/or evaluation.

### **Other**

- Ability to speak a second language helpful
- Must have a valid California driver's license, personal automobile insurance and ability to meet the driving record requirements for coverage under Agency's non-owned auto liability policy, access to own transportation and ability to travel within Alameda County as necessary to carry out job duties.

## **KNOWLEDGE AND ABILITIES**

### **Knowledge of**

- Principles and practices of child development and early childhood mental health including early identification and screening practices and tools
- Strategies for working effectively with at-risk families
- Principles of family-centered and family-driven care

- Early care and education service system; prefer knowledge of Alameda County services
- Early childhood and early intervention systems and services; prefer knowledge of Alameda County services
- Program development, planning and evaluation methodologies
- Principles and practices of quality assurance
- General knowledge of contract negotiation, development and management practices helpful
- Basic budgetary and financial recordkeeping procedures
- Proficiency in Microsoft Office Suite, use of the internet for research

**Ability to**

- Establish and maintain effective, collaborative working relationships with a wide range of professionals including but not limited to, F5AC staff, partnering agencies, community partners and providers
- Coordinate and/or provide informal and formal trainings and presentations to diverse audiences
- Facilitate group meetings effectively
- Develop and maintain data collection and reporting processes
- Demonstrate cultural awareness and sensitivity in a variety of contexts
- Work in a multidisciplinary team setting
- Think proactively, anticipate and identify problems, gather information/data to analyze situations, and develop effective recommendations and solutions
- Exercise sound judgment within generally established policies and procedures to select appropriate strategies and make and carry out effective decisions
- Communicate clearly and effectively, orally and in writing, to staff, the Commission, partners, and the public
- Read, analyze and interpret common professional publications, policy documents, financial reports and related business documents and information
- Demonstrate initiative and work independently with little supervision
- Plan and organize work to ensure organizational and program goals are achieved
- Meet attendance requirements of the position, be punctual and timely in meeting all requirements for work performance
- Adapt, with minimal or no advance notice, to changes in agency operations and work assignments or procedures

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment described below are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Mobility to work in a standard office environment and attend off-site meetings; mobility and manual dexterity to use standard office equipment and handle documents; vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone

- May occasionally lift and/or move heavy (up to 25 pounds) items such as furniture and boxes
- The primary work environment is a normal office setting. The noise level is usually moderate.
- Ability and willingness to work at sites located in a high-risk, low-income community

**SALARY**

\$58,000 annually (\$27.88/hour) to start, plus excellent benefits

**HOW TO APPLY**

Please send a cover letter and copy of your resume to [humanresources@first5alameda.org](mailto:humanresources@first5alameda.org) or mail to: HR Department, First 5 Alameda County, 1115 Atlantic Avenue, Alameda, CA 94501

**APPLICATION PERIOD**

Open until filled; priority consideration will be given to applications received by Wednesday, May 27 at 5:00 pm

***Equal Opportunity Employment***

*First 5 Alameda County is an equal opportunity employer. Women, ethnic and racial minorities and persons with disabilities are encouraged to apply.*

*It is the policy of First 5 Alameda County to afford equal opportunity in all aspects of employment to all persons without discrimination on the basis of race, religion (including religious dress or grooming), sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), national origin, ethnicity, ancestry, citizenship, age, physical or mental disabilities, color, marital status, registered domestic partner status, sexual orientation, gender identity or expression, genetic information, medical condition, military or veteran status, exercise of rights under the Pregnancy Disability Leave Law or the California Family Rights Act, or any other basis protected by applicable law. This policy shall apply to all employees and applicants for employment, and extends to all phases of employment, including recruitment, hiring, training, promotion, discharge or layoff, rehiring, compensation, and benefits.*