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## **Job Description** **Early Learning Specialist (FT)**

### **About Masa**

**Masa** is a community-based organization dedicated to partnering with Mexican and Latino immigrant children, youth, and families to develop strong learners and leaders who fully contribute to the broader community. We offer a broad range of educational, leadership, and advocacy programs.

Masa's community-led, integrated model engages the entire family, grounded in a deep commitment to strengthening literacy, leadership, and power for Mexican, Central American, and Indigenous People. Masa fosters a culturally responsive learning community in which families engage with direct service and advocacy programs to dismantle barriers to success.

### **About the Early Learning Specialist**

We are seeking an Early Learning Specialist to implement the ParentChild+ home visiting model with families and children. Under the supervision of the Program Coordinator, the Early Learning Specialist serves as a mentor/educator, working with parents/guardians of children aged sixteen months through four years old. Early Learning Specialists promote each child's growth and development by planning and implementing developmentally appropriate experiences focused on learning through play. In partnerships with parents, early learning specialists create environments in which children can develop personal relationships, experiment, make choices, solve problems, and develop age-appropriate social and self-help skills.

The successful Early Learning Specialist will have a strength-based approach, understand her/his role as a mentor/model to the parent/guardian, and as an observer of the home environment and situations to make appropriate referrals. She/he will possess and ability to relate to parents/guardians as peers and equal partners in helping prepare children for life success, be non-judgmental, and be adept at involving parents/guardians in the child's education and well-being with every activity and during each visit.

The Early Learning Specialist is expected to participate in training, case conferences, and presentations as requested by Masa and ParentChild+. Additionally, the successful candidate should support the mission and goals of Masa.

## **Responsibilities**

- Assist site Coordinator with recruitment of families and building community connections
- Meet with the parent and child twice a week for 30 minutes modeling nurturing and responsive caregiving that reflects the developmental stages, interests, and parents' goals for implementation in care
- Forge meaningful relationships with parent and child rooted in cultural fluency and trauma-informed practice, as well as a strengths-based and relationship-based approach
- Complete a minimum of 16-hours of training in the ParentChild+ framework delivered by the local site Coordinator(s) prior to sessions, as well as training on CPR, mandated reporting, and other required topics
- Complete required assessments, screenings, session reports and other data collection and reporting with families
- Basic knowledge of computers and Microsoft Office programs including Word, Excel, and PowerPoint a plus
- With the support of the program coordinator, provide referrals to program families for early childhood and social services on an as-needed basis
- Attend and participate in weekly group supervision and professional development (minimum of two hours a week) staff meetings

## **Requirements**

- Bilingual in Spanish and English
- Have a strong knowledge base of early childhood education and child development; experience working in a pre-school, Head Start, Early Head Start setting, or childcare setting preferred
- Enjoy playing and reading with young children; warm and patient demeanor
- Possess an interest in and aptitude for learning the theory, techniques, and goals of the Program and a willingness to learn on an ongoing basis
- Flexibility in adapting to different environments, the ability to operate within a variety of circumstances and challenges that may arise, and the judgment to seek help when needed
- Clear understanding of client confidentiality; strong sense of responsibility
- Basic knowledge of computers, ability to use zoom, and knowledge of Microsoft Office programs including Word, Excel, and PowerPoint a plus

