

**Partnership For Children of Cumberland County, Inc.**  
Fayetteville, NC

**Position Description Plan**  
**Job Description**

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**Title of Position:** Regional Healthy Social Behaviors Specialist

**Salary Range:** \$33,675-\$37,884

**Supervisor's Name and Title:**

Early Care Administrator

**FLSA Status:**

Regular, Full Time, Non-Exempt:

**Date of Next Review:**

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**Primary Purpose of Position:**

The Healthy Social Behaviors (HSB) Specialist provides resources, training, and technical assistance to child care providers regionally so that they can identify, prevent and address challenging behavior in young children in child care settings, ultimately resulting in the expulsions of fewer children from child care programs. The primary duties and responsibilities of the HSB Specialist will relate to the scope of work for the Promoting Healthy Social Behaviors in Child Care Centers Project.

**Duties and Responsibilities:**

**Technical Assistance:**

The HSB Specialist participates in efforts to develop training for Child Care Resource & Referral (CCR&R) technical assistance providers and other staff on the CSEFEL Pyramid Model. The HSB Specialist provides monthly presentations regionally in the area of social-emotional development and/or behavioral issues, including standardized trainings and on-site technical assistance visits in local licensed child care centers to mentor and assist teachers in promoting healthy social-emotional development through the use of the CSEFEL Pyramid Model.

**Trainings/Presentations:**

The HSB Specialist participates in efforts to develop additional research-based standardized training for child care providers on the CSEFEL Pyramid Model strategies and materials and facilitates training sessions for child care center directors on administrative supports for program adoption of CSEFEL Pyramid Model.

The HSB Specialist participates in the NC/CSEFEL Pyramid Model Partnership training, implementation and evaluation activities and facilitates training sessions for CCR&R technical assistance providers and other staff on the CSEFEL Pyramid Model.

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The HSB Specialist participates in efforts to identify, compile, and disseminate information and resources for child care directors on administrative support for program adoption of CSEFEL Pyramid Model and to develop training for center directors on this topic.

The HSB Specialist participates in the NC/CSEFEL Statewide Pyramid Model Conference as presenters on specialized Pyramid Model content and participates in the NC/CSEFEL Pyramid Model Partnership trainings, implementation and evaluation activities.

### Programmatic Outreach:

The HSB Specialist surveys each child care program that receives on-site technical assistance to determine the number of children expelled and/or suspended due to challenging behaviors during the prior year. The HSB Specialist works with other Behavior Specialists and the State Project Manager to produce articles based on the Pyramid Model and/or CSEFEL strategies in social-emotional development that can be used in county and regional newsletters. The HSB Specialist promotes awareness of the availability and resources of Behavior Specialists to child care providers and intermediary agencies and develops and maintains resource lists of available social-emotional practitioners, educators, mental health professionals and a protocol for making referrals and assistance in all regions. The HSB Specialist develops resources, for client centers, about the special considerations and support needed to facilitate the successful inclusion of children and families previously affected by a preschool expulsion.

### Collaboration:

The HSB Specialist works with other consultants, technical personnel in the region, the state team Behavior Specialists and State Project Manager to achieve goals of the project and ensure successful evaluation. The HSB Specialist cultivates partnerships with other behavioral specialists, educators and mental health professionals to assist child care providers/families in promoting positive behaviors in young children.

### Data Collection:

Through coordination with the Planning, Development & Communications staff and the State Project Manager, the HSB Specialist participates in a Project Evaluation Plan for Promoting Healthy Social Behaviors in child care settings, including data collection, timely and accurate submission of data each quarter.

The HSB Specialist demonstrates a strong understanding of the NC licensing and programmatic requirements in the early care and education system in North Carolina. The HSB Specialist professionally represents the Partnership for Children of Cumberland County (PFC) and Child Care Resource & Referral in the community and advocates for quality child care and other necessary support services for children and families on behalf of the organization.

The HSB Specialist is responsible for preparing and submitting all required reports, as directed, as well as maintaining documentation for data entry into appropriate database in a timely manner.

The HSB Specialist will attend quarterly HSB statewide meetings, PFC monthly staff meetings, committee meetings, weekly department meetings, and participate in community events and PFC sponsored events at the direction of the President.

**In addition.** The HSB Specialist must be proficient and reliable in early childhood rating scales.

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In the event the HSB Specialist possesses bilingual skills, the incumbent may be required to perform translation services at the direction of the President.

The HSB Specialist will attend committee meetings and participate in community events and PFC sponsored events at the direction of the President.

It is the responsibility of all staff to contribute to the positive work environment at PFC.

PFC staff may work multiple grant activities: Time worked will be allocated as appropriate.

PFC staff may work in other counties at the direction of the PFC President or designee; Time worked will be allocated as appropriate.

PFC employees will abide by the PFC policies and procedures and confidentiality statement in regards to working with sensitive information.

The HSB Specialist is responsible for other duties as assigned.

### **ESSENTIAL FUNCTIONS :(4)**

#### **Non-Exempt/Exempt Non-Supervisor**

1. Responds to concerns/complaints (internal and/or external) in a professional/timely manner; refers concerns/complaints to immediate supervisor, when appropriate; maintains composure at all times.
2. Assumes responsibility for personal productivity and quality of work; recognizes/communicates problems and suggests solutions to immediate supervisor.
3. Carries out directions; follows through and completes assignments in acceptable time frames; applies technical and procedural know-how to get the job done in an acceptable manner; adjusts behavior for the effective use of time and resources.
4. Effectively supports co-workers in establishing and achieving objectives while showing courtesy and respect toward others.
5. Assumes responsibility for managing personal time/schedules/deadlines; advises immediate supervisor of any conflict which may inhibit the organization's obligations; observes established rules/policies/procedures.
6. Communicates ideas/information for improving efficiency/procedures/cost control.
7. Coordinates time off/time away from work site with immediate supervisor to minimize disruptions to the unit/ organization.
8. Takes initiative to accomplish goals; demonstrates ability to learn on the job; maintains appropriate skills for the position.

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9. Interacts with other departments/providers to assure information that affects the organization is communicated to the proper recipients.
10. Acknowledges and abides by all PFC established policies and procedures.

### **Knowledge, Skills, and Abilities:**

1. Superior organizational and presentation skills with an ability to express ideas clearly and concisely, verbally and in writing, within a specified time frame.
2. Capacity to accept and follow through on assigned responsibilities with minimal guidance.
3. Ability to establish and maintain effective working relationships with Board and/or committee members, supervisors, peers, service providers, community agencies, media professionals, families and the general public.
4. Ability to carry out functions with minimal supervision and consequential errors.
5. Ability to maintain confidentiality of information in the performance of duties.
6. Strong interpersonal skills that allow for appropriate interaction with others; ability to communicate effectively and respectfully with a diverse community including sensitive issues and areas of conflict.
7. Proficient with the computer and related software, calculator, telephone, fax machine, copy machine, and other equipment, as required.
8. Knowledge of child care and early education issues, regulations, and child development.
9. Thorough knowledge of the organization's position regarding the achievement of its goals and mission, and its compliance with legal and regulatory requirements.

### **Education and Experience - Minimum Requirements:**

1. Bachelor's degree in Early Childhood Education, Child Development, Child Psychology or related field, plus or including 12 semester hours of birth to five focused coursework.
2. At least three (3) years experience working with preschool children and their families or the programs that serve them.
3. Computer proficiency (Word, Email, Excel) required.
4. A valid driver's license.

### **Physical Requirements:**

Must be able to perform *Essential Functions* of the position.

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**Employer's Rights:**

This job description is general in nature and illustrative of the kind of duties and responsibilities required of this position. It is not exhaustive and does not contain a detailed description of all of the duties that may be required of the incumbent occupying this position.

<b>Created /Evaluated</b>	
<b>Revised</b>	<b>July 1, 2010</b>
<b>Re-evaluated</b>	<b>March 2013</b>
	<b>July 2016</b>