



POSITION TITLE:	Young Childrens Learning Specialist
FLSA:	NON-EXEMPT
REMOTE:	IN-PERSON
MEDICAID:	
CREATED DATE:	11/13/23
REVISION DATE:	

POSITION SUMMARY

The Young Childrens Learning Specialist will work primarily with children ages 0-5 and their parents/guardians in alignment with federal grants. This includes enrollment in childcare and early learning programs, connecting families with education resources, and providing enrichment opportunities. This position will lead early childhood classes multiple times a week to children whose parents are participating in RAIS activities. In addition, this position will lead classes for parents/guardians. This position will work directly with RAIS childcare volunteers and may require evening and weekend hours.

ABOUT US

CSS is a Catholic human and social services agency and behavioral health care provider that welcomes people of all faiths through its programs and employment. We provide help for our Alaskan neighbors through a variety of supportive service programs, including emergency shelter, food stability, housing, case management, and refugee assistance. CSS empowers individuals and families on their path to permanent stability, creating thriving communities for all. Located in Anchorage, Alaska, CSS is a nationally accredited organization through the Council on Accreditation (COA), which recognizes that CSS provides high quality services that meet best practice standards in the social service field.

Mission: We compassionately serve those in need, strengthen individuals and families, and advocate for the common good.

Vision: All Individuals and Families are Flourishing.

Impact Statement: Catholic Social Services empowers individuals and families on their path to permanent stability, creating thriving communities for all.

Guiding Principles: - Catholic Social Teachings - Reverence for humanity - Striving for excellence - Empowering personal fulfillment - Strengthening through collaboration –

REQUIRED COMPETENCIES

Knowledge: Experience working with young children.

Skill: Excellent interpersonal skills required. Strong oral and written communication skills required. Strong leadership skills. Familiarity with computers, internet and e-mail required.

Ability: Ability to address needs of preschool children in an appropriate manner with minimal supervision. Ability to write clear, grammatically correct case/log notes, grant and program reports. Ability to compile data related to grant outcomes and complete paperwork thoroughly, accurately and timely. Ability to relate positively to Program Director, staff, community service providers, and navigate clients' problems and challenges.

Competency: Highly organized with a keen attention to detail; self-motivated, dependable, and directed; works well within a rapidly changing environment; punctual; effective communication; cultural competency to work with diverse clients and challenges; able to maintain program/guest/agency confidentiality and treat individuals with dignity and respect.

RESPONSIBILITIES:

1. Assist with planning and implementing activities to achieve goals of the grant.
2. Facilitate connection and enrollment in childcare and other local pre-school and early learning programs such as Head Start for refugee children.
3. Connect refugee parents to parent support services and provide opportunities for parent education in one on one and classroom settings.
4. Organize enrichment opportunities for 0–5-year-olds and their parents.
5. Act as a point of contact for the coordination and needs of RAIS childcare volunteers.
6. Teach/facilitate early childhood classes for children aged 0-5.
7. Work with families on identified behavioral challenges as they arise. Provide linkage and support for families to access mental health and other behavioral health support in Anchorage as appropriate.
8. Drive students and parents to appointments and activities, as needed.
9. Track progress towards grant goals.
10. Gather and report statistics for grants and agency needs as requested by Program Director.
11. Complete documentation of all meetings with clients thoroughly, accurately and in a timely fashion.
12. Other duties as assigned.

QUALIFICATIONS:

Minimum Qualifications: HS Diploma or GED.

Minimum Experience and Minimum Education: At least one year working with children and youth.

Minimum Certs: N/A

Qualifications required in the first six months of employment: Agency and department orientation; First aid/CPR; de-escalation techniques; blood borne pathogens and any other updated training, as required. Attend all staff meetings and in-service training as required.

Preferred Qualifications: Bilingual preferred.

WORK ENVIRONMENT

Work Environment: Position is in-person in Anchorage office.

Physical Demands: Must be able to lift children into car seats for transportation. Sitting, standing, walking, driving, repeated hand and wrist motions (for computer use) are required. Must be able to safely lift up to 50 pounds.

Travel: Must have valid driver's license and personal transportation.

Location: Anchorage

_____ Employee Name	/	_____ Employee Signature	_____ Date
_____ Supervisor Name	/	_____ Supervisor Signature	_____ Date

