



People's Emergency Center

Nurturing Families, Strengthening Neighborhoods, Driving Change.

Coordinator, PSH, Building Early Links for Learning (BELL)

Department: Early Childhood Programs
Classification: Full-Time/Exempt
Duration of Position: Contingent Upon Funding
Reports to: BELL Project Manager

JOB DESCRIPTION

Program Overview:

The BELL project is administered by the People's Emergency Center in Philadelphia. BELL connects the early childhood education with family emergency/transitional/permanent supportive housing systems to better respond to the needs of young children experiencing homelessness. The BELL model is derived from the developmental science of resilience which emphasizes the importance of high-quality early childhood programs and other responsive contexts that support early development.

Position Summary:

The ECE Specialist will be responsible for fostering innovative practices into the Permanent Supportive Housing program's (PSH) system by encouraging a focus on child development. Success will result in increases in the enrollment of young children into high quality early learning programs (PA STARS childcare, Head Start, Early Head Start, and state and locally funded PreK). Other activities include delivering trainings and information sessions for parents and PSH agency staff aimed at building capacity, improving screening for early intervention services, and piloting a 'parent ambassador' program within two PSH sites. The ECE Specialist will be responsible for the implementation of the program will report to the BELL Manager, and collaborate with BELL ECE Specialists, PEC's Policy Department, consultants, and ensuring data collection and compliance with the funding grant.

ESSENTIAL DUTIES AND RESPONSIBILITIES

In general, ECE Specialist will:

- Work cooperatively in a cohesive team environment
- Support PSH staff of PSH agencies to help families apply for ECE subsidies and identifying and enrolling in quality ECE programs; the Specialist will be encouraged to recruit additional PSH programs if necessary.
- Train PSH staff on child development facts and principles;
- Connect and coordinate efforts across housing, ECE and other systems;
- Will use data to monitor progress and evaluate innovation;

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Rowan House
325 North 39th Street
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Specific ECE Specialist activities:

- Develop and implement outreach and engagement activities to increase enrollment in quality ECE by young children in family PSH housing.
- Actively cultivate and maintain relationships with family PSH providers and other stakeholders to encourage eligible families to access high quality ECE programs.
- Plan and Coordinate various strategies to increase high quality ECE enrollment with the PSH agencies.
- Organize workshops and enrollment drives for families, in accordance with the foundation grant.
- Connect PSH staff to ECE providers; Support ECE staff in transition planning.
- Organize activities to teach and train PSH staff, including semi-annual workshops.
- Organize activities to promote relationships between PSH and ECE providers.
- Work with PSH staff to collect details of child attendance and parent interests with respect to ECE participation, updated monthly. The ECE Specialist will provide support to PSH staff, when necessary, and ensure that all families are aware of supports for ECE enrollment.
- Specialists will have a special focus on families needing support for their children with developmental delays
- Establish a 'Parent Ambassador' program within two large PSH sites. Supervise four (4) Parent Ambassadors.
- Actively participate in all designated ECE related committees, meetings, and focus groups.
- Collect and enter data. Ensure all data meets contractual requirements. This includes reporting on parent decision making by charting responses from parents on their experiences on understanding child development and accessing early learning over the course of the project. Submit any required reports.

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's degree in Early Childhood Education; Community Engagement, or Social Work required. Advanced degree preferred.
- Two-plus years of progressively responsible experience.
- Advanced knowledge in child development
- Demonstrated experience working with at-risk young children and their families

Additional Eligibility Qualifications:

- Mission driven and self-directed with ability to work collaboratively with many diverse constituencies
- Knowledge of child development and Philadelphia's Early Childhood Education system
- Excellent time management, organizational, and team building skills
- Strong interpersonal, written, and verbal communication, and presentation skills
- Able to provide a supportive coaching role to both the case managers and the families as needed.

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Other Duties

- This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

PEC is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

Send resumes to resumebell@pec-cares.org

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