



## Position Description: Early Childhood Specialist

**Classification:** Non-Exempt

**Reports to:** Collaborative Projects Coordinator

**Program:** South Coast Regional Early Learning (SCREL) Hub

**Type:** Full Time

**Date:** October 2025

### Summary/Objective

The Early Childhood Specialist operates as the regional Infant and Early Childhood Mental Health Consultant (IECMHC). The IECMHC is an indirect, multilevel service in which consultants partner with the adults in young children's lives to build their capacity to foster healthy social-emotional development. In this program, consultants partner with and support early childhood care and education providers, in center- and home-based settings. This position is a part of the statewide [Every Child Belongs Initiative](#). Multiple pathways exist for this position to meet training and certification requirements, see details below.

### Position Requirements

- Providing relationship-based, preventive interventions in conjunction with early learning and childcare providers to promote the mental health of infants and young children and address behaviors that put them at risk of suspension/expulsion.
- Supporting ongoing communication with teachers/providers about early relational health and/or developmental concerns related to infants and young children.
- Developing written intervention strategies and using a collaborative approach to assist providers with implementing strategies that promote infants' and young children's optimal social-emotional development.
- Using independent judgment and discretion in setting daily priorities to complete tasks.
- Demonstrating humility and sensitivity to racial, linguistic, cultural, social, economic, individual, and role differences between consultant and provider and between provider and the infant/young child & family.
- Supporting providers with a trauma informed lens while navigating complex classroom and family dynamics.
- Bringing observations and questions to supervision.
- Making referrals for children and their families to appropriate outside services, as necessary.
- Providing group and individual training on overall social and emotional wellness, infant and early childhood development, trauma-informed care, attachment, self-care, and other related topics.
- Attend meetings, as assigned, including: team meetings, communities of practice, partner check in meetings, reflective supervision, etc.
- Provide necessary reporting information in a timely manner per internal and external requirements.
- Represent SCREL and/or SOWIB at local, state, and nationwide conferences, meetings and events, as needed.



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- Other duties as assigned.

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

### On the Job Training

- The Early Childhood Specialist will complete advanced training about Infant Early Childhood Mental Health Consultation (time and fees covered) once hired.
- Individuals with a mental health background will receive additional training in early childhood development and early childhood education
- Individuals with a background in early childhood development or early childhood education will receive additional training in mental health

### Supervisory Responsibility

N/A

### Work Environment

While performing the duties of this job the employee regularly works in an office setting and out in the community with a diverse population.

### Travel

This position requires travel throughout Coos and Curry Counties.

### Required Education and Experience

- Associate's degree in early childhood development, social work, or psychology with at least 2 years of experience in a related infant/early childhood or family service field
- Willingness to earn Endorsement as a Family Specialist within 2 years of hire (fees and time to complete application are covered)
- Willingness to enroll in the Central Background Registry
- Ability to work at multiple levels (groups and individuals; providers and families)
- Willingness to engage in conversations about racism, bias, and equity
- Strong working knowledge of Microsoft Office, including Excel, Word, Outlook, and PowerPoint
- Proficient written and verbal communication skills, including accurate grammar and business correspondence
- Excellent organizational/time management skills, flexibility, and ability to prioritize in a fluid changing environment
- Familiarity with rural settings, programs, and systems

### Preferred Education and Experience



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- Bachelor's degree in mental health, early childhood education, early childhood development, physical therapy, occupational therapy, speech & language pathologist, or other related discipline
- Endorsed (IMH-E® or ECMH-E®) as Family Associate or Family Specialist
- Familiarity with the South Coast Region and Oregon's Early Learning programs and systems

We encourage applications from candidates of all backgrounds, experiences, and perspectives. We believe that a diverse and inclusive workforce that is reflective of our community will help us achieve our program's goals. We are most interested in finding the best candidate for the job. We encourage you to apply, even if you don't meet every one of the requirements listed below. If you are unsure whether you meet the qualifications of this position, please feel free to contact us to discuss your application.

### Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of the employee's activities, duties, or responsibilities to do this job. Duties, responsibilities, and activities may change at any time with or without notice.

### Signatures

Employee signature below constitutes an understanding of the position's requirements, responsibilities, and expectations.

Accepted by \_\_\_\_\_

Date \_\_\_\_\_