

## Child Development or Family Community Liaison

### **Duties/Responsibilities:**

Host and facilitate community networking meetings for a broad range of providers and families involved in the children and family service delivery system

Promote Help Me Grow within targeted communities

Seek and develop collaborative relationships with community networks

Maintain communication with the call center re: current developments in community resources and programming

Provide specialized case support to the call center as needed

Maintain an electronic list serve to provide up-to-date information about resources, events, special needs of a family, (to be determined based on what's appropriate for each organizing entity and community)

Present Help Me Grow and ASQ to pediatric providers and provide support to pediatric practices around developmental screening as needed

Provide ASQ and ASQ-SE training and promote HMG to early care and education centers, home-visiting programs, child guidance clinics, etc.

Prepare quarterly reports of above activities

### **Qualities of Candidate:**

Residence in or near identified community or region preferred

Familiarity with children and family service delivery systems a plus

Comfortable and effective public speaking skills

Strong, effective communication and interpersonal skills

Strong writing skills a plus

Bi-lingual (depending on community) a plus

Knowledge of child development (especially early childhood)

Comfortable working on a team as well as autonomously

## Transportation

Educational level (this is debatable. For CT the absolute minimum was a bachelor's degree with at least 3-5 years work experience)

**Introductory note may be something like:** (Name of Agency or Organizing Entity) is currently seeking a flexible, enthusiastic, self-motivated individual for the position of **Child Development/Family**

**Community Liaison.** A strong candidate would possess mastery of effective interpersonal and communication skills, good organization and time management capacity, knowledge of community resources and early childhood development, and confidence working independently and delivering presentations and trainings to a diverse group ranging from pediatric medical providers to families in communities.