

**Job Description: Quality Specialist - Nevada Pyramid Model– Family Partner****Department:** Supporting Early Education and Development (SEED)**Last Revised:** 6.30.2022**Definition**

The Nevada Pyramid Model Partnership Family Support Specialist promotes positive social-emotional development of children by working directly with families to increase their understanding and use of Pyramid Model practices in their home environments. This position provides in-home support for families who have children with persistent challenging behavior and may be at risk for suspension and expulsion. Specialists are responsible for partnering with caregivers to support targeted social-emotional skills, increase caregiver understanding of child social-emotional development concepts, and increase parent-child healthy interactions. This position requires an understanding of child development, Pyramid Model framework for promoting social-emotional development, indicators of quality care, and an understanding of strength-based case management.

**Supervision Exercised**

None

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**Duties**

- Achieve an understanding of agency mission, strategic focus areas and overall goals and objectives. Contribute to the success of these areas.
- Read, understand, and apply all agency and department policy and procedures set forth in both the Agency Handbook and CCR&R Program Manual.
- Respond to inquiries and referrals from families and child care providers to address challenging behavior through family support services.
- Use Ages and Stages Questionnaire (ASQ-3) third edition and Ages and Stages Questionnaire: Social-Emotional (ASQ:SE-2) to complete developmental screeners on children.
- Complete Environmental Screening Questionnaire (ESQ) and Social Emotional Assessment Evaluation Measure (SEAM) tools with child and caregiver to determine strengths and supports needed.
- Develop and implement individualized behavior support plans in partnership with families to target social and emotional skill development in children.
- Work in partnership with families to create positive home learning environments.
- Provide individualized instruction and training to families to increase parent understanding of child development concepts with emphasis on social-emotional skills.
- Place referrals to community-based supports and services as needed.
- Works in collaboration with the Nevada Pyramid Model Team, Quality Rating Improvement System (QRIS) team and Early Childhood Mental Health (ECMH) to support families.
- Provide family training on Pyramid Model practices and ASQ:SE-2 screening.
- Provide support and strengthen the home-school connection by facilitating parent and teacher and/or director meetings.
- Assist with the development of Pyramid Model specific parent-engagement activities and training materials to embed in other agency programming and initiatives.
- Maintain family files, input information in applicable data systems, generate reports, and carry out assigned activities.
- Maintains and ensures that statistical information is gathered for performance outcomes.
- Stays abreast of the latest data and research as it relates to early childhood, child care workforce, and work and family issues.
- Communicate services and key ECE messages in community presentations, trainings, referrals, and outreach in accordance with the annual plan.

- Participate in the development of consumer education materials, (newsletters, tip sheets, calendars, brochures, etc.).
  - Assist with needs assessments and surveys for data collection for planning of provider and/or community business services and support.
  - Provide backup and support to other team members.
  - Perform other tasks as assigned.
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## **Entry Level Qualifications**

### **Knowledge of:**

- Early childhood education principles and practices, specifically the Pyramid Model for promoting social emotional competence in infants and young children and addressing challenging behavior.
- Best practices and current research in achieving high quality child care.
- Child care licensing requirements statewide.
- Positive parenting concepts and work/life supports for families.
- Community services for families and children.
- Adult learning styles.
- Computer programs including Microsoft office 365, Microsoft Word, Excel, Power Point, data base programs, etc., and the desire to learn new programs.

### **Ability to:**

- Communicate clearly and concisely both in writing and verbally.
- Be organized and use effective time management.
- Use outstanding customer service skills.
- Facilitate positive communication with parents, staff and community partners.
- Work collaboratively with child care staff and community agencies.
- Work with adults of diverse backgrounds and beliefs and adapt service delivery accordingly.
- Deliver training content virtually and in-person.

### **Special Requirements**

- Bachelor degree preferred in Early Childhood Education, Early Childhood Special Education, Human Development, Social Work, or equivalent combination of education and experience in early childhood.
- BCBA or Registered Behavior Technician credential strongly preferred.
- Three years of experience working directly with young children and their families.
- Bilingual (English/Spanish) preferred.
- Must have reliable transportation to get to and from work.
- Must possess a valid Nevada Driver's License, and proof of insurance if utilizing a personal vehicle for company business.
- Work requires travel to rural communities.
- Work requires evening hours and occasional weekend.
- Be physically capable of performing all job duties. This may include lifting and carrying up to 40 lbs.

### **License or Certificate**

- Able to pass complete background check.

**Benefits**

- Eligible to receive Cabinet benefits for full-time staff.
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