



## **EMPLOYMENT OPPORTUNITY**

Union Settlement Association is an on-the-ground resource for East Harlem residents of all ages, and a passionate advocate for the needs of underserved communities. Since opening our doors in 1895, we have brought education, wellness and community-building programs to our neighborhood, empowering New Yorkers with opportunities to better their lives. More than 350 staff work in our organization, and our services impact 10,000 people every year. By helping our neighbors realize their goals, we build the vitality and success of East Harlem. For more information about Union Settlement, please visit our website at [www.unionsettlement.org](http://www.unionsettlement.org).

**Position:** Educational Specialist  
**Department:** Early Childhood Education  
**Reports to:** Director of Early Childhood Education  
**Hours:** Full-time  
**FLSA:** Exempt

### **Position Summary:**

The Educational Specialist will direct and manage all mental health and education services for families and children in the Family Child Care Network (Network).

### **Additional Responsibilities:**

- Ensure that all developmental screenings are completed within four weeks after a child has been enrolled in the Network.
- Schedule home provider observations; allow teachers time to meet and discuss observations and recommendations.
- Review the developmental screening and Behavior Checklist to identify concerns or delays.
- Co-facilitate family meetings to discuss developmental concerns (social/emotional, cognitive, physical benchmarks and milestones).
- Assist in the transition of children receiving mental health services with full parental participation.
- Coordinate with Union Settlement's site-based clinics to connect families to family or child therapy. Coordinate with Committee for Special Education for children that need referrals for Early Intervention.
- Provide comprehensive assessment for children with special needs.
- Participate in the development and implementation of treatment plans for children with special needs.

- Schedule individual consultations with parents.
- Participate in the annual program self-assessment and monitoring visits. Work closely with the Network providers to plan integrated services for all children.
- Provide professional development for Network providers.
- Submit required program reports in an accurate and timely fashion, and participate in all case management meetings.
- Additional duties as assigned by the Director of Early Childhood Education.

**Qualifications:**

- LMSW or LCSW.
- Demonstrated experience in early childhood education.
- Bilingual (English/Spanish).
- Excellent organizational ability and interpersonal skills.
- Excellent verbal and written communications skills.
- Excellent computer skills.

Demonstrated ability to perform multiple tasks effectively in a fast-paced, challenging, and constantly changing environment.

**To Apply:**

Please send Cover Letter, Resume and 3 Professional References to:

[earlychildhoodcareers@unionsettlement.org](mailto:earlychildhoodcareers@unionsettlement.org).

Please indicate Educational Specialist in the subject of e-mail.

**UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER**