



Position Description: **Infant-Toddler Mental Health Specialist & Supervisor**  
Program: **Early Childhood Learning & Wellness Services (ECLW)**  
Reports To: **Director of ECLW & Deputy Director of Manhattan Community Services**  
Status: **Full Time**

### **Organization Description**

Founded in 1965, the Chinese-American Planning Council, Inc. (CPC) is a social services organization that creates positive social change. CPC empowers Asian American, immigrant, and low-income communities in New York City by ensuring they have access to resources and opportunities needed to thrive. CPC is the nation's largest Asian American social services organization and is the trusted partner for over 60,000 individuals and families striving to achieve goals in their education, family, community, and career. We welcome community members of all ages to over 50 programs at 33 sites in Manhattan, Brooklyn, and Queens.

Early Childhood Learning & Wellness Services (ECLW) is housed at CPC Manhattan Community Services. It is a partner of the New York City Child Care Resource and Referral Consortium, composed of four culturally diverse child care resource and referral agencies in New York City. ECLW aims to serve the child care needs of families through education, information, and referrals, as well as increase the supply and quality of child care services through coaching, assessment-based & intensive technical assistance, health care consultancy, and training.

### **Essential Functions:**

The Infant-Toddler Mental Health (ITMH) Specialist & Supervisor will promote healthy growth in Infant & young children's social and emotional development by building the confidence, competencies, and skills of the caregivers, and those of early care and education staff. This position will provide a broad range of services that focus on supporting the relationship between children, ages 0-36 months, and the caregivers in their lives. The ITMH Specialist & Supervisor will also provide supervision and leadership to the Infant-Toddler and Early Intervention programs.

### **Program Specific:**

- Works under the supervision of the Director of ECLW and Deputy Director of Manhattan Community Services.
- Offers consultation that reflects and respects the philosophy of early childhood mental health consultation practices, the assigned program, and is culturally responsive to the child and caregiver.
- Assesses strengths and challenges within the infant-toddler and early intervention setting/environment as well as teacher/provider practices.
- Supports infant-toddler and early intervention staff in creating a prosocial emotional learning environment that is emotionally safe and responsive.
- Develops and conducts training and workshops for early child care professionals, caregivers, and community members.
- Assists infant-toddler and early intervention programs in building appropriate referral networks and processes for connecting with outside community-based services.
- Supports the Director of ECLW on program administration to develop inclusive policies for working with infant-toddlers and special needs children.
- Provides ongoing supervision and evaluation of the Infant-Toddler and Early Intervention programs.

- Participates in continuing education, which may include: ITMH best/evidence-based practices, Adverse Childhood Experiences, Cultural Diversity & Humility, DC 0-5 Assessment, Early Childhood Mental Health Assessment and Strategies, Special Needs Education, Early Intervention Guidelines.
- Collects required data, maintain records, and support compliance with child care and early intervention regulations, as well as best practices in mental health consultation and trauma-responsive practices.
- Conducts data analysis for interpretation & planning for quality improvement.
- Maintains certification for all assessment tools and confidentiality of all HIPAA protected health information.
- Participates in external committees, task forces, community meetings, and visibility events.
- Other duties as assigned by the Director of ECLW.

**Minimum Education and Experience Qualifications:**

- Masters Degree in Psychology, Social Work, Mental Health Counseling, or other related counseling/mental health degree, with a License/Certification.
- Two to five years of experience working with children and/or families in early childhood settings.
- Working knowledge of infant and early childhood typical and atypical development, early childhood mental health, adverse childhood experiences, family systems.
- Written and verbal communication skills, and ability to present and engage with diverse audiences, specifically racially, ethnically, and socioeconomically diverse communities.
- Ability to work independently within a flexible schedule to work on some Saturdays, and demonstrate effective time management.

**Preferred Education and Experience Qualifications:**

- Dual advanced degrees in Mental Health discipline and Early Childhood Education.
- Demonstrated experience in early childhood education, intervention, and/or mental health.
- Working knowledge of evidence-based curricula to promote early childhood mental health, DC 0-5, and formal and informal social-emotional (SE) assessment tools.
- NYSAIMH Infant Mental Health Endorsed or related competencies/experience; can be discussed in more depth if offered an interview.
- Bilingual (English and Chinese or English and Spanish) is preferred.

**Compensation**

Excellent benefits package including paid holiday, sick and personal time off. Medical insurance coverage including Dental and Vision; Basic Life Insurance coverage; 403(b) Retirement

**Salary Range:** \$58,000 to \$61,000

Please forward resumes and cover letters to Ms. Sumon Chin at [schin@cpc-nyc.org](mailto:schin@cpc-nyc.org)

***CPC is an Equal Opportunity Employer***