

Name of Organization: **Chinese-American Planning Council, Inc. (CPC)**

Title: **Infant-Toddler Specialist**

Program: **Early Childhood Learning & Wellness Services (ECLW)**

Report to: **Director, Early Childhood Learning & Wellness 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. We empower Asian American, immigrant, and low-income communities in New York City by ensuring they have equitable access to the resources and opportunities needed to thrive. Today, CPC is the nation's largest Asian American social services organization and we are the trusted partner to more than 60,000 individuals and families striving to achieve goals in their education, family, community and career. We welcome community members at every stage of life to over 50 high-quality programs at 33 sites in Manhattan, Brooklyn and Queens.

Early Childhood Learning & Wellness Services is one of the programs offered by CPC's Manhattan Community Services. It is also a partner of the New York City Child Care Resource and Referral Consortium that is composed of four culturally diverse child care resource and referral agencies in New York City. Our service goals are to serve the child care needs of families through providing education, information and referrals, as well as to increase the supply and improve the quality of child care services through coaching, assessment-based & intensive technical assistance, health care consultancy and training.

Responsibilities:

- Provide a coordinated approach to training & professional development in all early care and education settings for potential & existing childcare professionals.
- Provide center and home-based infant toddler programs, on-site, intensive technical assistance as a quality improvement strategy using standardized tools such as the Infant Toddler Environmental Rating Scale (ITERS -R), Family Child Care Environmental Rating Scale (FCCERS-R), and CLASS to assess needs, and measure quality improvement.
- Coordinate, develop and offer culturally sensitive training to the family childcare providers and early childhood educators.
- Provide basic technical assistance to parents, providers and community members on best practices in infant-toddler care.
- Develop and conduct outreach activities to publicize the importance of quality infant-toddler care
- Liaison with the regional infant-toddler coordinator and other CCR&R infant-toddler specialists to facilitate a coordinated approach to training and technical assistance activities offered by the members of the NYC CCR&R Consortium.
- Provide technical assistance to FDC/GFDC programs in registration and regulatory compliance.
- Review and process grant applications.
- Conduct home visit to FDC/GFDC and center-based programs.
- Achieve the CORE functions under the Theory of Change with Infant Toddler team members.
- Work on special projects and other duties as assigned by the Director

Qualifications:

- Bachelor's Degree required, Master degree in Early Childhood Education and related preferred.
- Demonstrated expertise in the area of infant-toddler development and project development.
- Bilingual in Chinese (Mandarin/Cantonese), Spanish and/or another language a plus.
- Familiarity with the NYS Child Care System.



- Ability to work independently, take initiative, and be self-motivating.
- Able to work on some Saturdays

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

Please forward resume and cover letter to Ms. Sumon Chin at schin@cpc-nyc.org

CPC is an Equal Opportunity Employer