



<b>Position Title:</b> Bilingual Program Specialist	<b>Reports To:</b> Assistant Program Coordinator
<b>Status:</b> Non-Exempt	<b>Program:</b> Arizona Kith and Kin Project

**General Summary:**

Educate and mentor Family, Friend and Neighbor providers through the delivery of training-support groups and related activities.

**Essential Duties/Responsibilities:**

1. Lead/assist with the identification, coordination, scheduling and facilitation of activities associated with the Arizona Kith and Kin Project.
2. Deliver Arizona Kith and Kin Project training-support groups and related Child Care Injury Prevention Program (CCIPP) trainings as scheduled and assigned.
3. Carry a full group caseload as assigned by Program Coordinator and/or Assistant Coordinator.
4. Ensure continuity among assigned Arizona Kith and Kin Project group/sites/caseload.
5. Ensure compliance with the program's Policy Handbook at all times.
6. Provide ongoing technical support and resources to Arizona Kith and Kin Projects Co-Facilitators.
7. Ensure timely maintenance of the database for the Arizona Kith and Kin Project.
8. Ensure timely maintenance of Arizona Kith and Kin Project's inventory of supplies, materials, equipment, records and files.
9. Conduct program evaluation activities as assigned and determined by the program's evaluation team.
10. Conduct various outreach activities as requested. Identify and recruit potential child care providers who demonstrate interest in the Project.
11. Obtain and maintain the Child Passenger Safety Technician (CPST) certification, First Aid, CPR and AED trainer certification and any others as needed.
12. Assist with car seat distribution events, crib deliveries and related CCIPP activities as assigned.
13. Attend public relations events as requested by Coordinator/Assistant Coordinator.
14. Conduct home visits as assigned and determined by caseload.
15. Make presentations to community groups to promote the Arizona Kith and Kin Project and other agency programs.
16. Complete computer and telephone work accurately and in a timely manner.
17. Support the agency by actively participating in ASCC and/or job related community committees, boards and other relevant activities, as approved by the Coordinator.
18. Ability to travel throughout the state, have a current and valid Arizona Driver's License, current vehicle insurance, and have reliable transportation, by automobile, available at all times.
19. Flexibility to work evenings and weekends as needed.

20. Ability to lift up to 50 lbs.
21. Ability to work cooperatively with other staff members and the community.
22. Ability to maintain objectivity. Includes the knowledge and ability to maintain confidentiality and high ethical standards.
23. Attend all staff and agency mandatory meetings.
24. Other duties as assigned by the Assistant Program Coordinator, Program Coordinator, Program Manager and/or Executive Director.

**Minimum Qualifications:**

1. Bachelor's Degree from an accredited college or university in Child Development, Early Childhood Education or related field.
2. Register with the Arizona Early Childhood Workforce Registry and, at a minimum, meet Lattice Level D3 criteria for the position per funding requirements.
3. To meet the agency insurance requirements, a copy of your most recent 39-month Motor Vehicle Record is required to be submitted upon hire. No more than one (1) at-fault accident or two (2) moving violation tickets that are not listed under the "major ticket" category, as defined by the ASCC insurance company (list available upon request) may be on your 39-month driving record.
4. Ability to travel throughout the state, have a current and valid Arizona Driver's License, current vehicle insurance, and have reliable transportation, by automobile, available at all times.
5. Flexibility to work evenings and weekends as needed.
6. Cultural awareness and understanding of the needs of the communities the Project serves.
7. Linguistically and culturally diverse.
8. English/Spanish bilingual required.
9. Ability to obtain First Aid and CPR Instructor Certification, Child Passenger Safety Technician Certification and any others as required by the program.
10. Ability to obtain (within 90 days of employment) and maintain Fingerprint Clearance Card.
11. Ability to lift and carry up to 50 lbs.

**Knowledge and Skills:**

1. Knowledge of child care field and an understanding of the needs of young children and families.
2. Knowledge of Arizona Department of Health Services (DHS), Department of Economic Security (DES) Non Certified Relative Provider, Child and Adult Care Food Program (CACFP), Child Care Resource and Referral (CCR&R) and Child Care Professional Training (CCPT).
3. Excellent Organizational Skills.
4. Experience in providing adult education and knowledge of adult learning styles.
5. Knowledge of community resources and map reading skills.
6. Ability to assist with the translation of correspondence.
7. Knowledge, understanding and ability to respect diversity represented in cultural and linguistic populations served by the Arizona Kith and Kin Project.
8. Knowledge and use of computer technology.
9. Ability to communicate professionally and effectively both verbally and in writing.
10. Ability to work independently and as a team member.
11. Maintain a professional appearance in accordance with agency policy.
12. Demonstrate passion and commitment to the agency's mission in early childhood education.
13. Ensure the professional appearance of the office environment is maintained.

14. Physical Requirements:

- Ability to stoop, bend, and squat to child's eye level for appropriate periods of time.
- Ability to stand for approximately three hours at a time, including being outdoors for extended periods of time.
- Ability to sit for periods of time on the floor.
- Ability to get up and down from the floor without assistance.
- Ability to run after a child if necessary.
- Ability to climb and descend a flight of stairs.

**NOTE:** The statements above are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_