

Early Learning

INDIANA

POSITION TITLE:	CCR&R CO System Navigator Support Specialist
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JOB SUMMARY

The System Navigator will provide strategic support to Child Care Resource & Referral (CCR&R) agencies through direct engagement with child care providers and early childhood education system partners. The System Navigator will lead the CCR&R Network in building an exceptional child care provider experience when navigating state-funded partnerships and programs through the creation of resources, trainings and other supports.

ESSENTIAL RESPONSIBILITIES

- Provide strategic oversight to the CCR&R Network on building and implementing system navigation initiatives for child care providers.
- Lead CCR&R Network teams in creating resources for providers to access and understand the various system partners (SPARK Learning Lab, INAEYC) and programs (On My Way Pre-K, CCDF) available to them.
- Implement a statewide approach to engaging directly with cohorts of family child care providers.
- Provide support and awareness on how to utilize the State's Learning Management System (LMS) as well as other system software such as I-LEAD, Childcare Finder and the Early Learning Marketplace.
- Design processes for the CCR&R Network to use to recruit new early childhood programs into communities to increase access to quality care and education.
- Provide mechanisms for ongoing communication and collaboration across the CCR&R Network.
- Attend and engage in local stakeholder and advocacy committee meetings and provide support to these meetings as needed.
- Other duties as assigned to advance the mission of the CCR&R Network and CCR&R CO work.

EDUCATION, EXPERIENCE, & OTHER REQUIREMENTS

An individual must have the following education and/or experience.

- Bachelor's degree in education, early childhood education, public health, sociology, human development, political science, or other related social science field required
- Three (3) to five (5) years of experience working in a child care program or an organization that connects clients to social services required
- Knowledge of Indiana State Licensing requirements and regulations preferred
- Relevant experience in providing technical assistance and/or working with family child care providers preferred
- Bilingual in Spanish and English preferred

COMPETENCIES & SKILLS

The successful team member will demonstrate individual competency in the following areas:

- Ability to build and nurture relationships
- Excellent verbal and written skills
- Ability to multi-task, prioritize and be detail-oriented
- Demonstrates professionalism in appearance and actions
- Demonstrates fair treatment of others and supports a positive work environment
- Ability to take initiative and work proactively

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WORK CONTEXT

The requirements described here are representative of those that must be met by a team member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The team member frequently is required to:
 - Stand, walk, sit
 - Use hands and fingers to handle books, paper, technology
 - Use computer and other electronic equipment and technology
 - See and read
 - Communicate with multiple audiences, including children, families, colleagues, and management
 - Reach with hands and arms
 - Stoop, kneel, crouch, crawl
- Legally able to work in the United States for any employer.

The statements contained herein describe the scope of the responsibility and essential functions of this position but should not be considered an all-inclusive list of work requirements.

Employment with Early Learning Indiana is contingent upon satisfactorily completing pre-employment requirements. Pre-employment screenings include, but are not limited to, criminal background and drug screenings. Employment with Early Learning Indiana is at-will.

ABOUT EARLY LEARNING INDIANA

Early Learning Indiana is a nonprofit organization on a mission to ensure children are empowered with essential skills to thrive in kindergarten and beyond. We practice what we teach by operating a network of premier, community-based schools – called Day Early Learning centers – where we advance the science of early education, invest in a new generation of teaching, and instill essential skills in over 1,000 children each day. Building on more than a century of experience, Early Learning Indiana also serves as a leading voice and advocate for the transformation of Indiana's early learning landscape by addressing systemic barriers to access, affordability, and quality. Learn more about us at EarlyLearningIn.org.

Early Learning Indiana is an Equal Opportunity Employer. We provide Equal Employment Opportunities (EEO) to all team members and applicants for employment without regard to race, color, religion, gender identity, sexual orientation, national origin, age, disability, genetic information, sex, citizenship status, military status, marital status, amnesty, or other status protected by law.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Team Member's Signature

Date

Supervisor's Signature

Date