



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Early Childhood Support and Inclusion Specialist, Full-Time, Framingham

At the MetroWest YMCA, our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you! Competitive pay and benefits! **Salary from \$19-\$22/per hour based upon experience! Equal Opportunity Employer.**

Essential Functions:

This position supports the work of the MetroWest YMCA, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. **This position has two primary roles:**

Partners in Early Learning: The Early Childhood Support and Inclusion Specialist collaborates with Partners in Early Learning (PEL) team from the Y and Framingham Public Schools as well as families to identify and support children who may require special and individualized assistance. The Inclusion Specialist provides consultation, observation, direct support, concrete strategies and tools to Y educators and serves as a Y liaison for children and their families in coordinating care and interventions with FPS and other support services in order to help children have a positive PreK experience.

Project ABC: Helping Families Advocate, Belong, and Connect is a Department of Early Education and Care (EEC) Coordinated Family and Community Engagement Grant (CFCE), managed by the MetroWest YMCA. The Early Childhood Support and Inclusion Specialist organizes and facilitates family and community engagement activities and supplies resources and referrals for families with children birth through school age.

Desired personal qualities include understanding and open mindedness, flexibility, warmth and a passion for working with children and families, both independently and in a team environment.

Responsibilities and Duties:

1. Partners in Early Learning:

a. Work directly with educators and families to support children, especially those with high needs through individual and small group interaction as well as full classroom engagement.

b. Develop and implementation of positive behavior plans for individual children as needed. Coach and model for educators and family members on the use of individual strategies, and monitor the use of strategies over time.

c. Provide educators with coaching, guidance, and implementation of SEL curriculum support as needed for "classroom management" best practice.

2. Project ABC:

a. Develop, plan, and facilitate engaging parent/child playgroups for children and their caregivers.

b. Provide resources and referrals as needed to assist families and children with both simple and complex needs.

c. Work closely with the Project ABC Coordinator and other Project ABC staff team members to ensure the successful planning and facilitation of educational programming for parents, Project ABC Advisory Council Meetings, and community events, as well as outreach and referral work on behalf of at-risk children and families as needed.

3. Early Childhood Support and Inclusion Specialist will also:

a. Develop and maintain positive, open communication between children, families, partners and Y team members.

b. Foster and maintain positive relationships with children, families, and other staff. Model positive reinforcement and relationship building skills in all interactions.

c. Work well independently and on a team

d. Implement program activities that are culturally relevant, developmentally appropriate and consistent with CFCE, PEL and Y guidelines and priorities.

e. Complete YMCA administrative tasks as assigned.

f. Follow YMCA policies and procedures, including those related to medical and disciplinary situations, child abuse prevention, emergencies, and safety and cleanliness standards.

Qualifications:

· Experience working with families and young children. Background and experience supporting children and families with complex needs with complex needs, deep understanding of trauma informed care, and skills in identifying and working to engage and support at-risk children and/or families is preferred.

· Bachelor's degree in ECE or a related field or equivalent is strongly preferred along with a commitment to ongoing professional development.

- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
- Access to personal transportation
- Excellent organizational skills, basic administrative skills and computer competency.

Work Environment & Physical Demands:

- The physical demands described here are representative of those that must be met by an employee 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 employee needs sufficient strength, agility and mobility to perform essential functions, to safely engage with children, and to supervise program activities in a wide variety of indoor and outdoor locations.
- While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device.

COVID precautions:

- MetroWest YMCA is having employees and members wear masks (optional if fully vaccinated), practice social distancing, continuous facilities cleaning, encourage frequent hand washing/use of antibacterial sanitizer, and encouraging COVID vaccinations.

Qualified and interested applicants please submit a cover letter and resume to Employment@metrowestymca.org or apply online.

[TO APPLY, CLICK HERE TO FILL OUT THE APPLICATION. THEN, SAVE YOUR APPLICATION AND EMAIL IT TO EMPLOYMENT@METROWESTYMCA.ORG](#)