The Help Me Grow Long Island (HMGLI) Family Resource Specialist is the main point of contact for the HMGLI Centralized Access Point. The Family Resource Specialist handles calls and inquiries related to the health, development, behavior and learning of children on Long Island aged 0-5, and supports families by providing information and education on these topics, offering developmental screening/discussing results, researching and making referrals to services, and providing continued support, advocacy and follow-up as needed. They handle telephone cases, document case information, mail information packets, network with community partners, and provide direct outreach to families at community events.

Job Requirements

- Preferred: Bachelor’s Degree in special education, early childhood development, or related health or human services field, plus one year experience working with children and families on Long Island; OR Associates Degree in early child development, or related health or human services field, plus three years of experience working with children and families.
- Two years of field experience working with families with young children or a similar role.
- Bilingual: English and Spanish.
- Reliable form of transportation.
- Valid Driver’s License.
- Experience in positions involving special needs or very young children.
- Knowledge of typical and atypical child development and special needs conditions.
- Ability to use a computer to complete job functions.
- Ability to work effectively with people of diverse backgrounds.
- Well-developed communications skills, both written and verbal.
- Ability to work independently.
- Active listening and assessment skills.

Responsibilities

- Develop in-depth knowledge of Help Me Grow, Early Childhood Special Education and Children and Youth with Special Health Care Needs programs eligibility, referral/application processes, due process information, and related support services.
- Handle calls and online inquiries to the Help Me Grow Long Island.
- Provide the Ages and Stages Questionnaires (ASQ) developmental screen as needed and review results with parents.
- Assist with ASQ activities in the community as needed.
- Assess caller/client situation and enter accurate data to track and follow up on calls.
- Provide care coordination for families, research most appropriate resources, provide education and information on development, behavior management and services, and provide advocacy and follow-up as needed.
- Assist in identifying gaps and barriers to services, and trends in issues families experience in utilizing services.
- Send out confirmation letter and resource information to referral source.
- Assist in maintaining filing system for all cases.
- Participate in staff and community meetings as needed.
Help Me Grow Long Island Family Resource Specialist

- Attend staff meetings, conferences, and workshops regularly to upgrade professional skills and understand systems and current best practices for working with children and families.
- Work effectively as a team member and provide assistance to other staff members as needed.
- Perform other duties as needed.

Reports to: Quality Improvement Manager, Docs for Tots

Starting Salary: $42,000-$45,000, commensurate with experience

Travel: The Family Resource Specialist will be expected to travel around Long Island and to Docs for Tots' headquarters in Roslyn as needed.

Desired Start date: Summer 2023

To apply: Please email a one-page resume and cover letter to robin@docsfortots.org with Family Resource Specialist in the subject line. Submissions with resumes longer than a page, without a cover letter, and without the appropriate subject line will not be considered.

Job Type: Full-time

Experience: Field Experience with families with young children: 2 years

Education: Bachelor's preferred

Docs for Tots does not discriminate against any employee or applicant for employment because of age, creed, race, color, sex, gender identity or expression, sexual orientation, national origin, marital status, disability, military status, citizenship or immigration status, domestic violence victim status, arrest record, conviction record, reproductive health decision making (including, but not limited to, the decision to use or access a particular drug, device, or medical service), and predisposing genetic characteristics or carrier status.

Help Me Grow Long Island

Help Me Grow Long Island is a partnership that builds upon existing resources to support early detection of developmental concerns, celebrate the growth of young children, and link families to the services that help children thrive from birth to age five. The Help Me Grow model consists of several different pillars, including a Centralized Access Point available by phone and website that provides free developmental screening and linkage to appropriate services.

Help Me Grow Long Island is not its own organization, but rather a partnership of early childhood stakeholders across Long Island. Docs for Tots acts as the organizing entity for HMGLI. Docs for Tots is a non-profit, non-partisan organization led by pediatricians to promote practices, policies, and investments that will enable young children to thrive. Docs for Tots creates linkages between doctors, policymakers, early childhood practitioners, and other stakeholders to ensure that children grow up healthy. Our focus is on the youngest children and their families, from prenatal to children age five.