



Job Description

Job Title: Statewide Community Coordinator
Department: Infant Toddler Court Program (ITCP)
FLSA Category: Exempt
FTE: 1.0
Reports To:
Work Location:
Incumbent:

Summary

The Statewide Community Coordinator will work with ZTT to support the implementation of the Safe Babies Court Team™ approach across identified sites and other interested jurisdictions throughout the state. The Statewide Community Coordinator facilitates coordination and collaboration among community stakeholders on the local teams, which includes monitoring of infant toddler court team activities for each site and conducting follow-up activities to enhance practice related to those goals. This position also works closely with the ZERO TO THREE Regional Field Specialist as well as with representatives from American Bar Association, RTI International, the Center for the Study of Social Policy, the National Council of Juvenile and Family Court Judges, and identified leadership to build capacity and sustainability of Infant Toddler Court Teams throughout the state.

Essential Duties and Responsibilities:

- Serves as point of contact for the day to day operation of the state's project sites as well as for ZERO TO THREE staff
- Conducts site visits to each of the project sites
- May prepare/present a summary of activities towards the sustainability and expansion of the infant toddler court team approach across the state which could include for quarterly meetings or written summations provided for the quarterly and annual reports for funders submitted in a timely way if required.
- Develops a Statewide Infant Toddler Court Team Workgroup comprised of statewide partnerships to address policy and practice issues that impact and influence the implementation of the approach.
- Provides a monthly statewide support call for Coordinators to promote fidelity and relationship building across sites.
- Leads the annual All Sites Meeting for universal training to address identified trends and facilitate strategic planning with all active SBCT sites across the state
- Facilitates quarterly meetings with judges, court staff, and community agencies currently engaged in implementing the SBCT approach within the state to assess and provide local training and technical assistance activities, in consultation with local community coordinators.
- Works with each project site and local community coordinators to implement the SBCT Core Components through observations of Family Team Meetings, Court and Active Community Team Meetings (Stakeholder meetings).
- Assesses community's needs at each of the project sites for training/technical assistance to meet project goals

- Coordinates with judges, court staff, and community agencies to arrange and provide local training and technical assistance activities, in consultation with local community coordinators
- Makes presentations on project topics to professional groups
- Utilizes the ZERO TO THREE defined strategic approach for outreach to engage interested jurisdictions in implementing the SBCT approach and developing sustainability planning.
- Liaises with ZTT, RTI, the Center for the Study of Social Policy, the National Council of Juvenile and Family Court Judges, Child Welfare, and other applicable entities on training/technical assistance, evaluation, and sustainability issues
- Contributes to the project's continuous quality improvement processes, including tracking, collecting, and analyzing data within all sites if the state is utilizing the SBCT National Database
- Participates in related statewide conferences and meetings
- Supports legislative activities to promote the advocacy of the approach within the state
- Coordinates with all Infant Toddler Court Team sites within the state and national partners to pilot draft materials and disseminate finished project materials for quarterly dissemination
- Stays current on relevant research, including adult and child development, racial equity, historical trauma, poverty, domestic violence, mental illness, substance abuse, parental history of childhood trauma, and developmental and intellectual disabilities.
- Travels as required for trainings, meetings, and conferences.
- Performs other duties as assigned for the purpose of ensuring the efficient and effective functioning of the project.

Supervisory Duties

- Provides a forum for questions through email and telephone exchanges and site visits.
- Establishes a strong working relationship with new Community Coordinators.
- Meets with Coordinators on a regular basis both individually and in a group.
- Reviews work plans, information sharing agreements, court orders and other documents proposed for use by Community Coordinators.
- Assists the new Community Coordinators with their use of the database.

Skills & Experience

- Knowledge of local community early childhood services including - child welfare, early intervention, health, mental health, and early care and education
- Demonstrated knowledge of child welfare system; state and federal policies related to abuse/neglect of young children; and infant/toddler social-emotional development and impact of abuse and neglect.
- Strong interpersonal skills with the ability to relate effectively to people of varied professions, personal backgrounds, and cultures.
- Knowledge of juvenile and family court functioning
- Facility working with people of diverse educational, professional, socioeconomic, and ethnic backgrounds
- Excellent public speaking, group facilitation, and writing skills.
- Strong organizational skills and the ability to manage multiple responsibilities effectively.
- Ability to travel (overnight and occasional weekend stays required).
- Supervisory experience, including experience providing reflective supervision.
- Ability to build collaborative relationships with a variety of people, across agencies and disciplines and within various ranges of leadership.
- Ability to communicate SBCT issues quickly and as needed to a wide variety of audiences.
- Background in infant/early childhood development or related field

- Experience with systems change and community/statewide collaboration
- Ability to work independently
- Minimum 5 years relevant work experience

Additional Preferred Skills & Experience

- Knowledge of infant/toddler social-emotional development and impact of abuse and neglect
- Experience working with juvenile and family court judges

Essential Qualities

- Encourages and practices critical thinking.
- Is self-reflective and empathic.
- Recognizes the influence of workplace relationships on outcomes and results.
- Maintains a respectful and accepting approach to others.
- Awareness of the influence of the larger context on individual behavior.
- Collaboratively and creatively supports the work efforts of colleagues at all levels and in all areas of the organization.

Education

- Master's degree in child development, social work, or related field.

Physical Requirements

While performing the responsibilities of the job, the employee is constantly required to use repetitive motion, finger dexterity as well as enough hand dexterity to use a computer keyboard and be capable of reading a computer screen. Also, may need to remain seated for long periods of time, can perform repetitive motions, and hear well enough to detect nuances and receive detailed information. The employee may be required to walk, grasp objects, push or pull objects, bend, squat, reach, stand, or kneel. Vision abilities required by this job include close vision for preparing and analyzing data. Frequently lifts objects up to 30 pounds. Occasionally lifts objects up to 60 pounds.

Working Conditions

The work conditions described here is representative of those an employee encounters while performing this job. Depending on work location, the incumbent will typically work indoors in a heated and air-conditioned office, with a mixture of natural, incandescent and fluorescent light with low to moderate noise levels or be subject to working conditions conducive to a home office. When travel is expected the incumbent will be exposed to outside environmental conditions during those times.

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