



Main Office
2082 Lexington Avenue, Suite 204
New York, NY 10035

t: 212.206.7818
f: 212.206.7836

info@dccnyinc.org
www.dccnyinc.org

Queens Office
James C. Hall, Jr.
Family Child Care Network
York College
94-20 Guy Brewer Boulevard, Room 2F01E
Jamaica, NY 11451

t: 718.262.2247

Job Description
Infant Toddler Mental Health Specialist
Day Care Council of New York
Updated: May 2023

Now in its 75th year, the Day Care Council of New York (DCCNY) is a membership, advocacy, and service organization for NYC's early childhood education providers and families seeking quality childcare and education services. Founded in 1948 to fight for the survival of publicly funded childcare centers when federal funds were eliminated at the end of World War II, we still play several vital roles in NYC's early childhood education system.

With a mission to seek support for and assist in developing quality early childhood education and family and group family childcare services designed to promote the proper growth and development of children and their families, DCCNY is a recognized leader in NYC's advocacy community. We work with member agencies on labor relations, public policy, and training needs.

As a leading research and advocacy organization, we pushed for the City's continued expansion of early childhood education, including the launch of Universal Pre-K programs, salary parity for community-based early childhood educators, and the retention of several initiatives introduced through emergency orders in response to the COVID-19 pandemic in support of families' ability to access affordable quality childcare. We continue to push for public support of high-quality, affordable childcare for low-income families in NYC. We serve as a resource for early childhood center-based providers, their governing boards of directors, and family and group family childcare providers. And we continue to play a critical role in supporting the growth and development of NYC's early childhood workforce.

Description

Working under the supervision of the Director of Child Care, the Infant Toddler Mental Health Specialist will promote healthy growth in infant and young children's social and emotional development by building the confidence, competencies, and skills of caregivers and staff. This position will provide a broad range of services that focus on supporting the relationship between children, ages 0-36 months, and the caregivers in their lives. The ITMH Consultant will provide programmatic infant and toddler consultation to teaching staff, center directors, child care providers, and caregivers, with guidance from local and statewide supervision, and project models. The ITMH Consultant will not be providing direct therapeutic services to children in this role.

Key Responsibilities

While the role will evolve, specific immediate responsibilities include:

- Offers consultation that reflects and respects the philosophy of early childhood mental health consultation practices and the assigned program, and is culturally responsive to the child and caregiver.
- Assesses strengths and challenges within the infant-toddler and early intervention setting/environment as well as teacher/provider practices.
- Supports infant-toddler staff in creating a prosocial emotional learning environment that is emotionally safe and responsive.

- Develops inclusive policies for working with infant-toddlers, young children, caregivers, and early childhood professionals.
- Supports infant and toddler staff with classroom management strategies to promote the social-emotional development for infants and toddlers in their care.
- Develops and conducts training and workshops for providers, caregivers, and community members.
- Collects and analyzes required data, maintains records and certifications, and supports compliance with child care and early intervention regulations and HIPAA, as well as, best practices in mental health consultation and trauma-responsive practices.
- Completes all required documentation timely and accurately.
- Participates in continuing education, which may include: ITMH best/evidence-based practices, Adverse Childhood Experiences, Cultural Diversity & Humility, DC 0-5 Assessment, Early Childhood Mental Health Assessment, and Strategies.
- Participates in internal and external functions and meetings.
- Performs other duties as assigned by the Director.

As a small organization, DCCNY team members engage in multiple areas of the organization's operation. DCCNY welcomes suggestions for new initiatives from its team members and encourages candidates with a strong interest in our mission to apply.

Qualifications, Skills, Abilities, and Characteristics

The following items represent the required knowledge, skills, abilities, and experience. This position requires effectively establishing and maintaining cooperative working relationships within a diverse, multicultural environment.

- Master's Degree in Social Work, Mental Health Counseling, Psychology, or other related field is required; a license or certification is a plus.
- Education or experience Early Childhood Education is preferred.
- Demonstrated experience in early childhood education, intervention, and/or infant and toddler mental health.
- Three to five years of experience working with children and/or families in early childhood settings.
- Working knowledge of infant and early childhood typical and atypical development, early childhood mental health, adverse childhood experiences, family systems.
- Good written and verbal communication skills and an ability to present and engage with diverse audiences such as racially, ethnically, and socioeconomically diverse communities.
- Ability to work independently within a flexible schedule, including to work on some Saturdays, and demonstrate effective time management.
- Working knowledge of evidence-based curricula to promote early childhood mental health, DC 0-5, and formal and informal social-emotional (SE) assessment tools.
- NYS AIMH Infant Mental Health Endorsed or related competencies/experience; can be discussed in more depth if offered an interview.
- Bilingual proficiency (English and Spanish) is preferred.
- Strong computer literacy; proficiency in Microsoft Office Suite and Google G-Suite.
- Strong management and organizational skills.
- Strategic thinking with the capacity to be adaptable, navigate ambiguity, and be solution-oriented.
- Excellent oral and written communication skills.
- Ability to engage with internal colleagues and external constituents using diplomacy, tact, and discretion.

- Act effectively and efficiently under pressure.
- Flexibility to function in a changing work environment with the ability to set priorities and multitask.
- Ability to work both independently and collaboratively.
- Deep commitment to our mission and nuanced understanding of systemic and structural racism and inequity.
- Appreciation for the unique needs of all providers and families.
- Follow through with all projects and assignments, follow timelines, and meet scheduled deadlines.
- Be assertive and persuasive as necessary while maintaining positive and productive relationships.
- Time management skills are essential.
- Ability to multitask.
- Must be a team player.
- Ability to lift and carry light to moderate-weighted items.
- Other tasks as assigned by supervisor.

Employment Period: Permanent full-time, exempt position

Hours per Week: 35 hours per week

Salary Range: \$62,000 - \$65,000 annually

Benefits: Eligible for benefits package offered to full-time staff

DCCNY is committed to recruiting and retaining a diverse and talented team. Salary offers depend on qualifications, internal equity, and the funding supporting the role. To demonstrate our commitment to pay equity, DCCNY caps salary offers at the stated range maximum and new hires are generally not eligible for salaries at the high end of the salary range.

While DCCNY currently offers a hybrid work arrangement, some positions require up to five days in the office and regular in-person engagements with the public. While this position is based at the main office in Manhattan, visits to our Queens offices and program sites may be required.

As it pertains to vaccination mandates, DCCNY abides by city, state, and federal agencies and funder requirements, which may change over time. Over the last two years, DCCNY has required all staff to submit proof of complete vaccination against COVID-19 with an FDA- or WHO-authorized vaccine via NYS Excelsior Pass/Excelsior Pass Plus and reserves the right to continue such requirements going forward.

All offers of employment are contingent upon completing a background check, including verification of social security number, criminal record, and educational history.

Application Instructions

To apply, please submit a cover letter and resume to **employment@dccnyinc.org**. Please state the position in the subject line. We are hiring on a rolling basis and encourage interested applicants to apply as early as possible. No calls or recruiters, please.

The Day Care Council of New York is proud to be an equal opportunity employer, committed to inclusive hiring, and dedicated to diversity in its work and on its staff. We strongly encourage candidates of all identities, experiences, orientations, and communities to apply.