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Early Childhood Mental Health Specialist

Day Care Council of New York

The Day Care Council of New York (DCCNY) is a membership, advocacy, and service organization for New York City's child care providers and families seeking child care services. With a mission to seek support for and assist in the development of quality early childhood education and family and group family care services, which are designed to promote the sound growth and development of children and their families, DCCNY is recognized as a leader in NYC's advocacy community. DCCNY works with member agencies on labor relations, public policy, and training needs.

As a leading research and advocacy organization, DCCNY pushed for NYC'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. DCCNY continues to push for public support of high-quality, affordable child care for NYC families with low incomes and serves as a resource to center-based providers and their governing boards of directors and to family and group family child care providers. DCCNY plays a key role in supporting the growth and development of NYC's early childhood workforce.

Work Where You Thrive: Hybrid Schedule + Annual Wellness Week

Our team works two days remotely and three days in-office each week, and every year, we pause for a Wellness Week—a full week off to rest, reset, and recharge. Join a mission-driven team dedicated to supporting families and child care programs with high-quality technical assistance and training—while prioritizing staff well-being every step of the way.

Job Description

The Early Childhood Mental Health (IECMH) Specialist works as a member of The Day Care Council of New York's consultancy team, supporting center-based and family child care settings by conducting outreach to child care programs and, when appropriate, providing training and resource support to educators and caregivers. The IECMH Specialist will document all outreach, training, and support efforts, collect data and information, and provide reports on these activities; the position provides assistance with all consultation activities. The Specialist reports to and works under the supervision of the Early Childhood Mental Health Manager.

With guidance, the Specialist is expected to develop skills in consultation practices that engage programs serving children ages 0–36 months, as well as the skills necessary to support those programs in building their capacity. As experience grows, the specialist may take on a small caseload of 1 to 3 programs. The goal is for the Specialist to build a strong foundation in early childhood mental health consultation.

This position does not include direct therapeutic services. Its focus is on consultation, systems support, and workforce, caregiver, and educator development, consistent with infant and toddler mental health best practices.

Job Responsibilities

- Assist with up to three active consultation cases, gradually assuming responsibility toward independent caseload.
- Collect, update, and maintain required data and documentation with guidance from the Early Childhood Mental Health Manager.
- Conduct outreach to engage additional family child care and center-based programs.
- Support educators in strengthening classroom practices that promote social-emotional development and emotionally responsive environments.
- Conduct or assist with trainings and workshops for educators, caregivers, and community members.
- Provide culturally responsive consultation aligned with early childhood mental health best practices.
- Assist the Mental Health Manager in developing and organizing resources for families and educators.
- Participate in internal meetings and required program activities.
- Attend mandatory trainings and professional development sessions.
- Complete documentation accurately and on time.
- Perform other related duties as assigned.

Qualifications

- Bachelor's degree required in social work, psychology, counseling, early childhood education, or a related field.
- Master's degree preferred.
- Experience working with young children, families, or early childhood programs.
- Knowledge of infant and early childhood development and social-emotional learning.
- Strong communication skills and the ability to work with diverse communities.
- Ability to work independently while collaborating with a multidisciplinary team.
- Comfortable managing multiple responsibilities within a flexible schedule.
- Bilingual English/Spanish preferred but not required.
- Proficiency with basic technology and data systems, including Google Workspace and Microsoft Office.

Employment Details

- **Employment Period:** Part-time
- **Hours:** 20-25 hours per week
- **Compensation:** \$35–\$50 per hour, based on education and experience
- **Location:** Midtown Manhattan (hybrid schedule), with travel throughout NYC as needed and required for specific responsibilities

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 public engagements. While this position is based at the main office in Manhattan, visits to our Queens offices and program sites may be required.

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

Application Instructions:

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