



**Early Childhood /Family Support Specialist – Bilingual Preferred  
(PACT Teacher)  
\$20.29 - \$24.00 per hour\*  
Full Time, Non-Exempt  
Multiple positions throughout Ventura County**

**Background**

First 5 Ventura County envisions a future where all Ventura County children are born healthy, thrive in nurturing environments, and enter school prepared and eager to learn. Catalysts for systemic change, we partner with parents, school districts, community leaders, and social and healthcare agencies to develop a service system that meets community needs. Our mission is to strengthen families, communities, and systems of care for children prenatal to 5 years through investments, expertise, and leadership, so all children reach their full potential.

First 5 Ventura County (F5VC) is part of a statewide voter initiative established under the California Children and Families Act of 1998 (Proposition 10), funded through an increased tax on tobacco products.

**First 5 Neighborhoods for Learning**

Neighborhoods for Learning (NfLs) are resource hubs supporting children prenatal through age five and their families. NfLs offer Parent and Child Together (PACT) classes and resources for families with young children. Families can access developmental screenings, referrals, parent education, and more in familiar settings.

**Position Description**

The Early Childhood/Family Support Specialist, under the direction of the NfL Administrator, provides high-quality early learning and development resources for children birth to age 5 and their families, including delivering PACT classes, facilitating screenings, and offering family support services to support young children.

The Early Childhood/Family Support Specialist is highly trained within the specialized ECE field of physical, social, emotional, cognitive development and early learning. The Specialist supports children and families in meeting basic needs through screenings, assessments, referral, and linkage to pertinent family resources.

This grant funded position has been approved for a limited term expected to end in June 2026. Upon conclusion of the grant term, position is subject to annual re-appropriation by the Commission. At-will employment.

\*Starting salary is typically between \$20.29 - \$24.00 per hour; however, it is ultimately determined by the scope of the position, the candidate's relevant experience, and internal equity. Full salary range for the position (as a max for highly experienced, long-term employees) could go up to \$29.71/hour.

## **Typical Duties and Responsibilities**

Duties may include but are not limited to the following:

### PACT and Family Support Services

- Implements PACT program using standardized structure in which staff will also model play, learning and positive interactions between parent/caregivers and children
- Promotes the Strengthening Families Protective Factors Framework by incorporating the Five Protective Factors in all PACT and family support services
- Implements standard screening tools (eg. ASQ and basic needs) and follows established processes for providing next steps/referrals for identified needs
- Utilizes Infant/Toddler and Preschool Learning Development Foundations to plan structured and unstructured activities based on session topic, age-group focus, and individual child needs
- Incorporates age appropriate activities that support identified needs of children
- Facilitates opportunities for children to interact with parent/caregiver and other children as well as parents/caregivers to interact with each other
- Ensures the safety of each child and parent enrolled in the class whether in the classroom, on the playground, or in the common areas
- Provides a safe, nurturing, and clean environment for children and their families
- Develops and implements weekly lesson plans
- Engages in conversations as appropriate with parents/caregivers around additional referrals and services that families need to support positive child development/growth
- Maintains a variety of confidential and non-confidential records (e.g. activity logs, phone logs, community resources, etc.)
- Organizes activities (e.g. parent meetings, events) that support parents and celebrating the diversity of the community
- Refers children and their families to outside agencies (e.g. state agencies, medical professionals, counselors, foundations, charities, etc.)

### Community Partnership and Collaboration

- Strategically engages families and organizations to identify service gaps, and delivers services that reach underserved communities in a culturally relevant way
- Responds to inquiries from a variety of internal and external sources (e.g. parents, students, teachers, staff, outside agencies, etc.)
- Supports program evaluation and routinely collects data.
- Supports dissemination of pertinent program information to parents and key community partners/stakeholders.

### Organizational Capacity

- Participates in professional development activities to keep abreast of best practices and trends in for children prenatal to age 5 and their families
- Delivers PACT programs on an on-going basis, participating in a culture of learning, and continuous quality improvement
- Provides programmatic feedback for future program planning
- Manages special projects and performs other duties as required
- Regularly drives and/or travels throughout Ventura County to perform the above job duties; driving is an essential function of this position

## **QUALIFICATIONS**

### **Education**

Minimum 12 ECE units required, associate's degree or equivalent in early childhood education, social services, administration, communications, public health, or related field preferred. Bilingual Spanish/English strongly preferred.

### **Experience**

2 or more years of experience in early childhood program implementation, preferably with a focus on infants, toddlers, and family support.

**Successful background and criminal clearance required**, including but not limited to, California Department of Justice (DOJ), Federal Bureau of Investigation (FBI), Department of Motor Vehicles (DMV). Proof of a valid California driver's license and reliable transportation, automobile insurance and maintain an acceptable driving record as required by our insurer.

### **Knowledge, Skills, and Abilities**

- Knowledge of or ability to learn about playgroups, parent/child dyads, programs, services, policies and issues that impact young children e.g. early childhood education, health and development; family support and well-being; and community engagement, including research-based, best, and emerging practices.
- Knowledge of or ability to learn about the Strengthening Families Protective Factors Framework, developmental screenings and the California Infant/Toddler Learning and Development Foundations and California Preschool Learning Foundations (Foundations)
- Ability to interact in a culturally appropriate way, and build relationships with a variety of constituencies, e.g. parents, community partners, and staff.
- Excellent written and oral communication skills
- Mission-driven and self-directed, with a demonstrated passion for First 5 Ventura County's work to strengthen families and improve child outcomes.
- Strategic thinker who considers internal and external stakeholder needs and considers impact when making decisions.
- Ability to handle multiple priorities; navigates and is adaptive to ambiguous, fast-paced environments; handles uncertain situations professionally and reasonably; and maintains flexibility to respond to changing circumstances or priorities.
- Strong decision making skills with use of good judgment in recognizing scope of authority.
- Ability to work well as a team member and independently while collaborating with others to achieve desired goals/results.
- Awareness of confidentiality laws. Handle confidential information with discretion and sensitivity to and respect for the privacy rights of clients, client families, and providers in all communications.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) desirable.

### **Work Environment**

- Some travel, primarily within the County and State to attend various meetings and seminars.
- Requires working some evenings and weekends.
- Work is sometimes physical, requiring setting up for meetings, lifting or carrying cumbersome materials of up to 25 pounds, e.g., easels, flip charts, refreshments, brochures, etc.
- Possession of a valid California Driver's License and appropriate insurance.