



Endorsement Coordinator

JOB TITLE: Endorsement Coordinator

DATE: November 2024

REPORTING TO: Executive Director

STATUS: Part-time (20 hours/week), non-exempt

OVERVIEW:

Scientific research has shown that our brains develop at a rapid pace in the earliest years of life. Positive relationships with adults during this critical time have a profound impact on brain development, providing the support and stability necessary for long-term health and well-being.

The NYS Association for Infant Mental Health (NYS-AIMH: sounds like ‘nice aim’!) concentrates on prenatal care to the child’s sixth birthday by delivering education, training, and resources to assist caregivers, educators, healthcare providers, and other professionals in their everyday interactions with infants, young children, and their families. By focusing on early relational health, NYS-AIMH contributes to healthy communities and a productive workforce for generations to come.

NYS-AIMH values diversity, equity, and inclusion and intentionally seeks to embed these principles into our services. We have an unwavering commitment to individual and organizational efforts to recognize and address bias, to embracing cultural and lived experiences, to removing historically oppressive barriers to inclusion, and continuing to evolve as an organization where all infants, young children, and the caregivers and professionals who care for them feel that they belong.

The Endorsement Coordinator provides technical assistance, training, and support to promote Endorsement® among the infant and early childhood workforce across New York State. This position requires expertise in relationship building as well as training and technical assistance. This role requires a creative, critical thinker with strong attention to detail. Bilingual abilities are a plus.

GENERAL SUMMARY:

The Endorsement Coordinator will be responsible for:

1. Coordinating NYS-AIMH’s Endorsement® training and efforts related to developing workforce capacity with IECMH-E competencies®
2. Identifying gaps in current trainings and training/technical assistance needs related to IECMH competencies
3. Supporting operations through input and tracking of information within the EASy system and NYS-AIMH’s Endorsement/RSC tracking system
4. Building relationships with all stakeholders in the IECMH community

5. Coordinating and maintaining updates of available IECMH services and programs across the promotion, prevention, supervision, intervention, and treatment spectrum.

ESSENTIAL FUNCTIONS:

- Assist in the development of resources, products, and processes aimed at increasing awareness and interest in IECMH
- Assist with identifying, developing, and delivering a schedule of trainings and informational sessions to support professionals in gaining experience and education toward IECMH-E Competencies®
- Work with the Executive Director to identify gaps and needs in IECMH Competency training and professional development; identify strategies to meet those needs
- Providing support and technical assistance to professionals working to complete Endorsement®
- Collaborate with Executive Director and volunteers to build and improve the IECMH Competency and Endorsement® System Infrastructure
- Provide guidance on project design, implementation, and analysis to promote strong outcomes.
- Develop and coordinate NYS-AIMH's Information and Referral program. Identifying and document infant/early childhood mental health services and programs across the promotion, prevention, intervention, and treatment spectrum throughout New York State
- Develop creative ways to use technology or others means to provide broader access to various types of Endorsement support for individuals and groups

QUALIFICATIONS AND CHARACTERISTICS:

- Master's degree in human services, social work, early childhood, or related field with significant program development experience [preferred]
- Hold or eligible to hold I/ECMH Endorsement®
- Foundational knowledge/experience of Reflective Supervision/Consultation
- Minimum of three years' experience in infant and early childhood mental health
- Experience receiving or providing reflective practice/consultation (preferred)
- Understanding of systems development and training needs for staff of early childhood education and infant and early childhood mental health populations
- Knowledge and experience in multiple systems working with infants, toddlers and young children (i.e. early intervention, child care, early education, Head Start/Early Head Start, child welfare, home visiting, mental health)
- Experience in working in collaborative environments
- Effective leadership skills
- Excellent public speaking and writing communication skills
- Detail-oriented and strong organizational skills
- Ability to coordinate and prioritize multiple sources and types of information
- High degree of comfort and competency in using Google, Zoom, spreadsheets, social media

WORKING CONDITIONS:

This position will be remotely based from any location within New York State. Required willingness for occasional travel required with advanced notice and travel reimbursement.

GENERAL INFORMATION:

NYS-AIMH encourages applicants of all races, cultural heritage, sexual identification, gender orientation, and of all abilities to apply.

Required: willingness to travel within the state as needed and requested; valid driver's license and insurance or reliable transportation support required.

In accordance with the Americans with Disabilities Act, the above is intended to summarize the essential functions of and requirements for the performance of this job. It is not meant to be an exhaustive list of miscellaneous duties and responsibilities that may be requested in the performance of this job.

Benefits include:

- Hourly wage between \$26 - \$28 per hour.
- Paid Vacation and Holidays
- Winter respite holiday from December 25th through January 1st

All offers of employment and continued employment are contingent upon availability of funding.

Send resumes and cover letter by email to scolson@nysaimh.org by December 15, 2024. Applicants will be notified if further consideration is needed.