

Position Opportunity
Early Head Start Prevention and Intervention Coordinator

Location: Pediatric Therapy Network Torrance, CA

New Position: Prevention and Intervention Coordinator of Early Head Start at Pediatric Therapy Network

Pediatric Therapy Network (PTN) has recently been granted federal funding to create and implement a new Early Head Start Program in Torrance, CA. As an existing non-profit organization, PTN is dedicated to providing innovative, high quality programs to serve families with children of all abilities. We are excited to offer an unique Early Head Start program which will incorporate the expertise of child development professionals, including speech therapists, occupational therapists, and physical therapists. Services will be provided to 112 families and children through a home based model and a full day center program. We are seeking a Prevention and Intervention Coordinator in the Early Head Start program who is experienced, passionate, dedicated, highly motivated, possesses good communication skills, and values collaboration.

Responsibilities:

- Work collaboratively with the Early Head Start Director, Coordinators, and key staff to establish and implement the Early Head Start Program, including ensuring compliance Federal program requirements and the mission of Pediatric Therapy Network.
- Collaborate with the Curriculum Coordinator and therapy staff to ensure the environment optimally supports the development of all enrolled children.
- Provide and arrange for appropriate trainings for PTN staff, as well other agencies.
- Interface with the Health Committee and Special Needs Advisory Committee.
- Supervise and serve as a resource for the therapy component of the Early Intervention program.
- Assist in developmental screening, identification and referral of families to appropriate community partners.
- Assist in the development and updating of program manuals.
- Coordinate hiring, establishing contracts and supervising the programs R.N., Dietician, Infant Mental Health and social worker
- Participate in a variety of meetings such as various staff meetings and/or in-service training sessions, community groups, etc.
- Support the program with other duties as assigned.

Education Requirements:

- Bachelor's degree in public health, health care administration, nursing, or therapy field.

Qualifications:

- Two years of public health, nursing, therapy or similar experience.
- Experience in Early Head Start, Head Start desired, or other early childhood program.
- Experience working with children with special needs highly desired.
- Bilingual in Spanish strongly preferred.

Salary: Competitive salary, excellent benefits

Please submit applications and credentials to:

Human Resources
Pediatric Therapy Network
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Torrance, CA 90501
Email: jobs@ptnmail.org
Fax: 310. 328.7058

www.PediatricTherapyNetwork.org

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