



FIRST 5 MARIN

Learn. Grow. Thrive.

JOB DESCRIPTION

Job Title

Child Development Specialist Case Coordinator

Position Summary

The Child Development Specialist Case Coordinator supports families throughout West Marin within the Help Me Grow Marin program by promoting healthy child development and strengthening family well-being through outreach, early identification, developmental screening, and care coordination. Given the rural and geographically dispersed nature of West Marin, this position places special emphasis on ensuring that families in every village and community — from Bolinas, Stinson Beach, Olema, Inverness, Point Reyes Station, Marshall, San Geronimo Valley, Nicasio, and Tomales — are able to access and utilize Help Me Grow services, regardless of distance from centralized services. This position serves as a trusted resource for caregivers, young children, healthcare providers, and community partners by facilitating access to developmental, educational, and social service resources.

Working collaboratively with healthcare providers, early childhood programs, family resource centers, and community organizations, the Child Development Specialist Case Coordinator conducts outreach in community settings, healthcare sites, schools, family resource centers, and other partner locations. The position plays a critical role in identifying developmental and behavioral health concerns early, supporting families through education and care coordination, reducing barriers to services, and strengthening an integrated network of care that promotes healthy outcomes for children and their families.

Essential Duties and Responsibilities

- Conduct developmental, behavioral health, and adverse childhood experience screenings using evidence-based tools, including but not limited to **ASQ-3, ASQ:SE-2, M-CHAT, ACES/PEARLS, DP-4** and **maternal depression screening instruments**, to identify developmental delays, behavioral health concerns, trauma exposure, and family support needs.
- Provide culturally and linguistically responsive care coordination and family support by connecting children and caregivers to health, behavioral health, developmental, educational, and community resources.
- Deliver parent education on child development, developmental milestones, social-emotional development, positive parenting practices, and protective factors that promote healthy family functioning.
- Conduct community outreach and serve as a liaison among families, healthcare providers, behavioral health professionals, schools, early childhood education programs, and community-based organizations.
- Assist families in navigating healthcare, behavioral health, early intervention, and community service systems, ensuring timely referrals and follow-up to promote successful access to services.
- Collaborate with multidisciplinary partners to support integrated care planning and strengthen community referral networks for children and families.
- Maintain accurate and timely case documentation, screening results, referrals, and program data in accordance with organizational policies, grant requirements, and applicable confidentiality standards.
- Participate in multidisciplinary case conferences, staff meetings, professional development opportunities, and continuous quality improvement activities.

- Support program evaluation and reporting by assisting with data collection, tracking outcomes, and monitoring referral completion.

Required Qualifications

- Bachelor's or master's degree in Early Childhood Education, Child Development, Psychology, Human Development, Social Work, Public Health, Human Services, or a related field; or an equivalent combination of education and relevant experience.
- Entry-level psychologists with education or experience in early childhood development, infant and early childhood mental health, or child psychology are encouraged to apply.
- Experience as a Community Health Worker, Case Manager, Family Resource Specialist, Early Childhood Care Coordinator, or in a similar community-based role is preferred. Equivalent experience working with children and families in health, education, or community settings will also be considered.
- Strong knowledge of child development and early childhood systems of care.
- Demonstrated experience working with culturally diverse families and underserved communities.
- Excellent communication, organizational, and interpersonal skills.
- Ability to work independently while collaborating effectively with multidisciplinary teams.

Preferred Qualifications

- Bilingual and bicultural in **English and Spanish**.
- Educational background or experience in Early Childhood Development, Child Psychology, Infant and Early Childhood Mental Health, or Developmental Psychology.
- Familiarity with developmental screening tools, including:
 - Ages & Stages Questionnaires, Third Edition (ASQ-3)
 - Ages & Stages Questionnaires: Social-Emotional, Second Edition (ASQ:SE-2)
 - Adverse Childhood Experiences/PEARLS (ACEs/PEARLS)
- Experience providing care coordination, developmental screening, family navigation, or early intervention services.
- Knowledge of local community resources and systems serving children and families.

Knowledge, Skills, and Abilities

- Strong understanding of early childhood development and family-centered care.
- Knowledge of trauma-informed and culturally responsive practices.
- Ability to establish trusting relationships with families from diverse backgrounds.
- Excellent problem-solving and resource coordination skills.
- Strong written and verbal communication skills in English and Spanish.
- Ability to maintain confidentiality and exercise sound judgment.
- Ability to prioritize multiple tasks in a fast-paced environment.

Work Environment

This position includes office, community, and field-based work. Local travel throughout Marin County is required to attend meetings, conduct outreach, and connect with families and community partners.

Physical Requirements

- Ability to travel throughout the community.
- Ability to sit, stand, walk, and use standard office equipment.
- Ability to occasionally lift and carry materials up to 20 pounds.

Equal Employment Opportunity

We are committed to creating an inclusive workplace and encourage applications from candidates of diverse backgrounds, experiences, and perspectives. We are an equal opportunity employer and do not discriminate on the basis of race, color, religion, sex, gender identity, sexual orientation, national origin, age, disability, veteran status, or any other protected characteristic under applicable law.

OVERVIEW

Employer

Marin County Children and Families Commission
DBA - First 5 Marin

Address

1050 Northgate Drive, Ste. 130
San Rafael, CA 94901

About First 5 Marin

First 5 Marin believes every child in Marin County should have optimal health, development, and well-being to reach their greatest potential. Through innovative programs and policy advocacy, we help provide children and their families access to resources that support their first five years of development.

Salary: \$38.00 hourly

Location: Marin County

Job Type: Part-time, 20 hrs. p/week

Position Status: Grant-funded through December 31, 2028, with the potential for continued funding under the organization's current strategic plan.

Benefits: Vacation accrual; 12 holidays per year and sick leave.

Opening Date: July 20, 2026

Closing Date: Until filled