

# OUTREACH SUPPORT SPECIALIST – BILINGUAL SOMALI

CHILD CARE AWARE, FULL-TIME, BENEFITTED

RESPONSIBLE TO: OUTREACH PROGRAM MANAGER

STARTING RANGE: \$18.00 - \$20.00/HOUR

JOB LOCATION: MILESTONES

WAITE PARK OFFICE

This is a full-time, benefited position, offering vacation and sick pay, paid holidays, mileage reimbursement, 403(b) plan, health, dental, and vision insurance, and flex benefits.

## Position Description:

This position provides support and coordination to the Child Care Aware and community outreach programs of Milestones. The goal is to expand and strengthen relationships in underserved communities, with a special emphasis on the Somali community. The geographic focus of this position includes Benton, Sherburne, Stearns, and Wright Counties.

## Duties and Responsibilities:

1. Provide outreach to Somali and other underserved communities
2. Coordinate and provide Car Seat Education as a certified CPS technician (training will be provided)
3. Provide outreach and support opportunities to unlicensed (FFN/LNL) child care providers
4. Support outreach efforts and provide assistance to increase licensed child care options through start-up and retention activities
5. Represent Milestones through service on various community committees and collaboratives
6. Manage and facilitate Early Literacy/Family Engagement projects
7. Work in partnership with Milestones Parent Aware Coaches to best support child care providers/early educators within the community
8. Collect, utilize, and maintain data in case management systems, maintaining confidentiality and accuracy; create and share reports and data
9. Provide professional customer service through agency reception assistance with phones and walk-in guests. Offer Somali interpretation and translation assistance to other Milestones staff and programs

## Education and Training:

Required:

1. Bilingual, Somali and English

2. High School Diploma and 25+ hours of Achieve/Develop approved training in early childhood education within the last five years OR a commitment to complete this training after hire OR some post-secondary education in child development, early childhood education or a related field OR a current CDA
3. Experience working with families and/or children

Preferred:

Experience in the early care and education field

A.A. degree in Early Childhood OR B.A./B.S. in Early Childhood/Family Studies or related field a plus

Knowledge of MN Rule 2 and/or Rule 3 child care licensing regulations

Knowledge of family, friend, and neighbor (FFN) child care and legally non-licensed (LNL) child care

Skills and Abilities:

- Ability to plan, organize and prioritize work
- Strong interpersonal and communication skills – verbal and written in English and Somali
- Self-starter, motivated, flexible
- Ability to establish and maintain reflective and trusting relationships with clients, colleagues, and community partners
- Ability to form and maintain collaborations with community partners and stakeholders
- Maintain confidentiality and accurate data systems
- Knowledge of community resources, child development, and early learning standards a plus
- Experience working with diverse populations
- Valid driver's license and reliable transportation

TO APPLY: Send resume, cover letter, and agency application (found at [www.milestonesmn.org](http://www.milestonesmn.org)) to  
Milestones, Attn: Teresa Voight, 314-10<sup>th</sup> Avenue South, Suite 180, Waite Park MN  
56387  
or fax to 320.654.8650  
or email [tvoight@milestonesmn.org](mailto:tvoight@milestonesmn.org).