

Knowledge, Skills and Abilities

Basic requirements for success:

- **Intermediate Level Computer Skills – software and hardware**
 - Successful use and integration of Microsoft Office Suite, database management, data entry, presentation software and equipment, etc.
- **Strong Analytical Skills**
 - Ability to read, assimilate and analyze reports, data, program plans, funding terms and conditions, etc.
- **Meticulous Attention to Detail**
 - Must maintain high degree of accuracy as defined by performance measurements
- **Critical Thinking Skills as Demonstrated By:**
 - Learning and understand new information
 - Analyzing and integrating information from separate sources to solve complex problems
 - Separating relevant from irrelevant information
 - Providing solution based recommendations
 - Communicating the basis for ideas, suggestions, solutions
- **Strong Communication Skills**
 - Ability to articulate agency program requirements, funding terms and conditions, agency goals and objectives, policy and procedures, etc.
 - Ability to communicate clearly and effectively with supervisors, peers, community and clients, in ways that support agency goals and objectives and which further the mission of the agency
- **Demonstrate Initiative**
 - See opportunity, begin new tasks without being told
 - Make suggestions, participate actively in problem solving
 - Seek solutions, look for process improvements
 - Apply learnings, past successes to challenging situations
- **Ability to Manage Time and Resources Effectively, Balance Caseload and Agency Operational Requirements**
 - Includes all aspects of the job duties for this position – caseload, phone calls, drop in clients, meetings, etc.
 - Be on time, prepared and ready for meetings, discussions, etc.
 - Deliver commitments, projects on time

- **Ability To Work Independently and With a Minimum of Supervision**
 - Similar to initiative, does not wait to be told what needs to be done.
 - Once direction is given, is able to work without supervision and deliver projects and service with quality
- **Minimum Education in Early Childhood Education a Plus**
 - Apply knowledge of social-emotional development of the child
 - Understand and communicate standard developmental assessment tools
 - Understand and apply understanding of healthy family dynamics

NOTE:

- Can be tailored to bi-lingual and cultural competence
- Can be tailored for management positions