

**Early Childhood Care Coordinator**  
**JOB DESCRIPTION**

**TITLE AND SUMMARY:** ASQ (Ages and Stages Questionnaire) Technical Assistant/Care Coordinator – Help Me Grow-Oakland

**POSITION DETAILS:**

- **PROJECT:** ASQ Developmental Screening/Help Me Grow Project
- **HOURS:** Up to 28 hours per week \$28.50 per hour

**PREFERRED QUALIFICATIONS:**

- Bachelors in education, early childhood, or social work preferred
- Ability to work with a diverse team of professionals
- Experience working with parents and providers
- Knowledge of child development and family support
- Knowledge of ASQ developmental screening tool
- Computer skills including but not limited to Google Docs, Google Sheets and PowerPoint
- Self-motivated, yet be able to work as part of a team
- Be comfortable with presenting training material to groups
- Be comfortable with having difficult conversations with parents

**RESPONSIBILITIES:**

- Provide training and technical assistance to ASQ partner sites; on and off site locations
- Provide care coordination to families after an ASQ has been administered, including thoughtful follow up phone conversations
- Attend and participate in meetings including internal, care coordination, regional and partner meetings. Monitor completed ASQ completed developmental screenings online from parents and partner programs
- Attend outreach screening events
- Recruit new ASQ partner sites
- Provide parenting and preschool telephone line, care coordination and referral services to families
- Partner with community networks to present on care coordination services
- Minimal travel throughout Oakland County required (mileage reimbursement provided)
- Other duties as assigned
- Maintain database systems

**This is a grant funded position employed by EduStaff  
(Contracted through Oakland Schools).**

**If interested please send resume and letter of interest to:  
Veronica Pechumer – [veronica.pechumer@oakland.k12.mi.us](mailto:veronica.pechumer@oakland.k12.mi.us)**