



Lummi Early Learning Programs

2645 Kwina Road Bellingham, WA 98226

Teen Parent Child Development Program* Lummi Nation Child Development Center

Early Head Start* Head Start* ECEAP

JOB ANNOUNCEMENT

JOB TITLE: Early Childhood Specialist

OPEN: September 18, 2025

EXEMPT: No

SALARY: Education Salary Scale

SHIFT: Day

LOCATION: ELC

DURATION: Regular Full Time

CLOSES: Until Filled

JOB CODE: 700

DIVISION: Education

DEPARTMENT: ELP

SUPERVISOR: Special Services Manager

VACANCIES: 1

JOB SUMMARY: The Early Childhood Specialist will team with parents, educational and other service providers in order to bring about effective family-centered programming for eligible infants and toddlers. The Early Childhood Specialist will assist and support families in determining and meeting the developmental needs of their child. The Early Childhood Specialist provides individualized, family-centered services to infants and toddlers (birth to age 3) with developmental delays or disabilities and their families, under Washington State's **Early Support for Infants and Toddlers (ESIT)** program. This role focuses on delivering specialized instruction in natural environments such as the child's home or childcare setting, as part of an interdisciplinary team supporting early learning and development, working collaboratively to support early learning and accomplishment of outcomes developed in the IFSP process.

ESSENTIAL JOB DUTIES & RESPONSIBILITIES include the following, and other related duties as assigned.

1. Provide parents with appropriate activities for working with their child in natural environments.
2. Performs intervention with children, identifies developmental delays in consultation with Speech Language Pathologist (SLP), Occupational Therapist (OT), Family Resources Coordinator (FRC) or other service providers and in accordance with the needs of the family as outlined in the Individualized Family Service Plan (IFSP).
3. Provides feedback according to age guidelines to the SLP, OT, Family Resource Coordinator, primary care provider, and parents regarding the developmental needs of children and progress in the delivery of services as well as areas of concern to prevent further developmental delays.
4. Provide services for families in a variety of settings including children's homes, relative's homes, childcare centers, playgrounds, community spaces, etc.
5. Provides visits to provide services to families as designated by the IFSP, working within a flexible time schedule in order to provide families with suitable visitation times.
6. Provides developmental support across domains, including cognitive, communication, motor, social-emotional, and adaptive skills.
7. Provide information for families about community opportunities including swimming pools, libraries, parent-child activities, Early Head Start and Head Start functions as appropriate.
8. Participate in interagency meetings, Lummi Birth-to-Three team meetings and IFSP meetings.
9. Maintains records that document interventions provided in accordance with program requirements and guidelines.
10. Develops and maintains relationships with community agencies relevant to program functions for referral needs.
11. Effectively maintain caseload by providing timely interventions, providing quality services, achieving positive outcomes, and maintaining productivity levels.

12. Must always uphold confidentiality regarding activities, reports, financials, patient health information and other proprietary information.
13. Use the required Data Management System and demonstrate willingness to learn and use new systems as necessary for program operations.
14. Ability to use your own vehicle for the job and be compensated with mileage reimbursement.
15. Register with and complete training provided by DCYF/ESIT for the ESIT Service Coordination/Resources Coordination position.
16. Enable children aged birth to 3 with developmental delays or disabilities to be active and successful during the early childhood years and in the future in a variety of settings—in their homes, in childcare, in preschool or school programs, and in their communities.
17. Arranges more in-depth developmental screening or evaluation to verify or rule out the need for early intervention services.
18. Explains early intervention services available and help develop an Individualized Family Service Plan (IFSP), if needed.
19. Refer families within seven days of identifying a developmental delay or a disability that could lead to a delay unless a family requests an extension to the timeline or requests that a referral not be made.
20. Explain the services available to families when they accept a referral to an FRC (including screening, evaluation, service coordination, an IFSP, and the potential for special funding); Inform parents that the referral does not commit them to participate in the early intervention program.
21. Maintain written documentation of the parent's permission to refer, the parent's request that a referral not be made, or the parent's request to extend the seven-day referral timeline.
22. Attend to developmental milestones.
23. Ask parents about their children's development.
24. Respond to parents' concerns.
25. Follow all State RCW regarding Part C services and Federal Individual with Disabilities Act laws regarding Part C services.
26. Follow guidelines and requirements set by Washington State DCYF for ESIT services.
27. Take part in transition planning.
28. May include FRC duties.
29. Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Early Childhood Special Education or in a related field or actively enrolled in a program with at least an Associate's in Early Childhood Special Education or in a related field
- Experience working with young children and families, in home or community-based settings.
- Must apply for and obtain the required Early Support for Infants and Toddlers (ESIT) provider credential upon hire, in accordance with Washington State ESIT personnel standards
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Prior experience with data entry or service documentation platforms.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Must be dependable, self-motivated, and able to work with minimum supervision.
- Must enjoy working with infants and toddlers and families.
- Must be culturally sensitive.
- Attend trainings through Lummi Early Learning Program and maintain certification in CPR, food handlers, first aid, etc.
- May require sitting on the floor, lifting small children, and engaging in active play.
- Confidentiality Policy enforced, and statement must be signed. Ability to maintain health and safety standards.

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol-Free Workplace Policy.
- This position requires regular contact with or Control over Indian Children and is therefore subject to an extensive Criminal Background Check and CAMIS Check.
- Upon employment obtain First Aid certification, CPR certification, and Food Handlers Card.
- Must obtain and maintain TB Test, Immunizations current (Hepatitis B series, Tetanus, MMR, etc.) and provide proof for employee file.
- Must be able to adhere to strict attendance expectations of the Education Division.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail libchr@lummi-nsn.gov For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.