



TRAUMA-INFORMED CARE ADVISOR JOB DESCRIPTION

Job Title	<i>Trauma-Informed Care (TIC) Advisor</i>	Department	<i>Resource and Referral</i>
FLSA Status	<i>Non-Exempt</i>	Reports To	<i>Trauma-Informed Programs Manager</i>

Background

The Child Care Bridge Program aims to increase the number of foster children successfully placed in home-based family care settings, increase capacity of child care programs to meet the needs of foster children in their care, and maximize funding to support the child care needs of eligible families. The Bridge Program consists of the following three components: emergency child care voucher to pay for child care, a child care Navigator, and Trauma-informed care training and coaching available for the child care providers.

Scope

Under the supervision of the Trauma-Informed Programs Manager, the TIC Advisor is responsible for providing training and coaching for child care providers participating in the *Child Care Bridge Program*. The TIC Advisor will provide the following:

- Increase providers' awareness of the unique developmental, social-emotional, and attachment needs of ages 0-5 foster children in a trauma context
- Increase providers' knowledge of Trauma-Informed strategies into the curriculum and child care to support trauma-exposed children in their care
- Increase providers' knowledge of early preventive strategies to decrease ages 0-5 foster child attrition, and prevent higher-level behaviors of concern by addressing the trauma and relational needs of the child
- Encourage providers to increase Resource Family involvement in the child care setting
- Provide one-on-one coaching, modeling, and supportive feedback for providers at the Child Care Provider home/site

Primary Responsibilities

Within the team structure, provide quality TIC training and coaching to support the Child Care Bridge Program, including the following:

- Act as a resource and guide child care providers in incorporating Trauma-Informed Care.
- Communicate with child care providers to gain understanding of social-emotional and behavioral concerns in the environment and develop a support plan for the provider.
- Conduct observations of providers and their interactions with newly placed children.
- Deliver ongoing TIC training to inform providers of best practices when supporting children ages 0-5 with a history of trauma.
- Coordinate and facilitate collaborative meetings with child care providers.
- Provide one-on-one coaching, advising, and mentoring for the child care provider.
- Work collaboratively with both the internal and external Emergency Child Care Program Team.
- Participate in collaborative meetings with the Bridge Navigator and other community partners as needed.



- Participate in initial and ongoing Trauma-informed care trainings for children 0-5.
- Conduct Child Abuse and Serious Incident reports as needed.
- Participate in staff meetings, roundtables, teleconferences, and monthly reporting with Bridge partner agencies.
- Maintain proper confidentiality procedures when handling records and information.
- Develop and maintain well-defined lines of communication and professional boundaries.
- Possess knowledge of trauma-informed care, mental health issues of foster children, developmentally appropriate practices, effective teaching strategies, regulations, licensing, and Department of Children and Families (DCFS).
- Maintain provider training and coaching records for the Bridge Program.
- Work collaboratively and cooperatively as part of a team with colleagues and staff within the agency, DCFS, Child Care Alliance of Los Angeles (CCALA) as well as other agencies as required for effective program implementation.
- Maintain records of program activities and track participation of providers.

Additional Responsibilities

- Keep up-to-date with child development, trauma-informed care, mental health literature, research, and trends in the business and politics of early care and education.
- Maintain and replenish curriculum materials as needed.
- Prepare oral and written reports as needed.
- Represent designated R&R agency and the Alliance at community events including sponsored events, community outreach, and Bridge meetings.
- Attend designated community meetings and other meetings, as needed.
- Perform other duties as assigned.

Knowledge and Skill Requirements

- Master's Degree required (or equivalent experience) in related fields of early childhood education, human services, social work, psychology
- Bilingual English/Spanish Skills required
- Minimum of three years relevant experience working with the following: children and families, impact of trauma with children, understanding of early childhood developmental needs (including working with children ages 0-5 years)
- Experience facilitating trainings and/or offering individual coaching support
- Experience or understanding of child care providers, family child care homes or child care/daycare is desirable
- Strong interpersonal skills including the ability to work effectively with diverse populations
- Ability to be flexible, innovative and adapt to the changing needs of the program, department and agency
- Previous experience that demonstrates effective problem-solving and decision-making skills and ability to work autonomously with multiple sites
- Familiarity with Microsoft Office, Teams, Zoom and willingness to learn program platforms such as Bridge Builder, Emergency Child Care Bridge Portal, and the California ECE Workforce Registry is desirable
- Effective time management and organizational skills and the ability to successfully meet position requirements



- Strong effective written and verbal communication, and presentation skills
- Must be able to manage multiple tasks/competing priorities and to meet deadlines
- Must show proof of a valid California Driver's License, have use of a motor vehicle and provide evidence of automobile liability insurance
- Must provide verification of a valid TB clearance within the last two years of employment; Current First Aid/CPR Certification; must successfully pass the Department of Justice (DOJ) criminal background check prior to first day of employment.

Working Conditions

1. Typical of an office environment.
2. Must have reliable transportation for local travel.
3. Local travel for site visits and meetings required.
4. Eligible for hybrid/telework schedule upon completion of introductory period.
5. Must comply with agency health and safety protocols, including vaccination policy.

Salary Range: \$58,000 – \$63,000 Annually, Depending on Experience, + Excellent Benefits

Organizational Statement

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive, and the job may require other essential and/or non-essential functions, duties or responsibilities not listed herein. Management reserves the sole right to modify this job description at any time. Nothing in this job description is intended to create a contract of employment of any type. Employment at Connections for Children is strictly on an at-will basis.