Job Announcement: Endorsement Specialist  
Anticipated Start Date: July 5, 2022

**JOB TITLE:** Endorsement Specialist  
**DATE:** May 2022  
**REPORTING:** Director of Learning & Development  
**STATUS:** Full-time, exempt

**OVERVIEW:**
Scientific research has shown that our brains develop at a rapid pace in the earliest years of life. Positive relationships with adults during this critical time have a profound impact on brain development, providing the support and stability necessary for long-term health and well-being.

The Association of Infant Mental Health in Tennessee (AIMHiTN) concentrates on prenatal care to the child’s sixth birthday by delivering education, training, and resources to assist caregivers, educators, healthcare providers, and other professionals in their everyday interactions with infants, young children, and their families. By focusing on early relational health, AIMHiTN contributes to healthy communities and a productive workforce for generations to come.

AIMHiTN is committed to deepening conversations and promoting reflection and action to address ongoing bias, structural racism, and racial violence that impacts the health and well-being of all little ones and their families. We seek to intentionally examine the ways that we contribute to the continuation or dismantling of racial trauma and structural oppression. We seek to create an environment where diversity, equity, and inclusion are embedded in every aspect of our organization and service to the IECMH community and for every infant, young child, family, their community to feel that they belong.

The Endorsement Specialist will provide direct Technical Assistance and Training around Endorsement. This position will also provide support in the promotion of Endorsement® among the infant and early childhood workforce.

**TO APPLY:** send a resume and cover letter along with a paragraph addressing the question “Why you chose to pursue Endorsement and how do you envision the role of Endorsement in advancing the field of Infant and Early Childhood?” Please also include a 1–3-page professional writing sample to Denise McDrummond denisem@aimhitn.org by close of business May 30th, 2022.

**GENERAL SUMMARY:**

The Endorsement® Specialist will be responsible for:

1. Providing and coordinating AIMHiTN’s Endorsement® trainings and efforts related to developing workforce capacity with IMH-E and ECMH-E competencies®
2. Providing technical assistance for requests related to IMH and ECMH Competencies®
3. Supporting operations and outreach for the Infant/Early Childhood Mental Health Competency and Endorsement® System application process
ESSENTIAL FUNCTIONS:

Program Activities:

➢ Provide a schedule of trainings and informational sessions to support professionals with their Endorsement® process
➢ Support Endorsement® activities across the early childhood systems to increase professionals’ capacity in IMH and ECMH Endorsement®
➢ The Endorsement® Specialist will support staff and consultants whose primary role is supporting candidates applying for Infant Mental Health Endorsement® and Early Childhood Mental Health Endorsement® by:
   • Providing outreach and education to early childhood professionals and agencies about Endorsement® and the IMH and ECMH Competencies®
   • Encouraging individual and agency-wide application for Endorsement® through additional outreach and specific agency support
   • Providing support and technical assistance to early childhood professionals working to complete Endorsement®

QUALIFICATIONS AND CHARACTERISTICS

➢ Bachelor’s degree with 3-5 years’ experience, in human services, social work, early childhood, or related field with significant program development experience
➢ Understanding of characteristics, service needs, and programming for target population
➢ Experience in infant and early childhood mental health Endorsement®
➢ Understanding of training needs for staff of early childhood education and infant and early childhood mental health populations
➢ Effective leadership skills, experience in working in collaborative environments, excellent communication skills
➢ Minimum of three years’ experience in infant and early childhood mental health (social and emotional development and/or clinical)
➢ Hold IMH Endorsement®
➢ Knowledge and/or experience in early childhood systems working with infants, toddlers, and young children
➢ Familiarity with result-based accountability practices (data collecting, surveying, etc.)
➢ Excellent coaching, teaching, and instruction skills
➢ Excellent public speaking and writing skills
➢ Detail oriented and strong organizational skills
➢ Ability to coordinate and prioritize multiple sources and types of information
➢ High degree of comfort and competency in using MS Office Suite, Outlook, and social media

SUPERVISION:

➢ This position is supervised by the Director of Learning and Development.
➢ This position does not have supervisory responsibilities.
WORKING CONDITIONS:

- This position will be remotely based from any location within Tennessee. In-person presence for regular staff meetings and other responsibilities is required.

GENERAL INFORMATION:

AIMHiTN encourages applicants of all races, cultural heritage, sexual identification, gender orientation, and of all abilities to apply.

Required: willingness to travel within the state as needed and requested; valid driver’s license and insurance or reliable transportation support required.

In accordance with the Americans with Disabilities Act, the above is intended to summarize the essential functions of and requirements for the performance of this job. It is not meant to be an exhaustive list of miscellaneous duties and responsibilities that may be requested in the performance of this job.

Compensation: The base salary for this position is $38,000 FTE annual salary. Salary is commensurate upon experience and education.

The Endorsement® Specialist is evaluated annually through a process developed by the Director of Learning and Development.

Benefits include health, vision, and dental insurance and a monthly cell phone/internet coverage stipend of $150. In the absence of an employer-sponsored retirement program, employees will receive a 5% retirement stipend included in the staff’s bi-weekly payroll direct deposit. Additional benefits include 1.5 days of paid leave per month (or the number of days established in the current Policy and Procedures Manual, whichever is greater) – annual leave can be carried over from one calendar year to the next and accumulated up to a maximum of 10 days; sick leave at the rate of one day per month - sick leave can be carried over from one calendar year to the next and accumulated up to a maximum of 45 days; up to 3 days paid leave for a family death; 10 paid holidays, self-selected by staff with an additional winter respite holiday from December 25th through January 1st.

All offers of employment and continued employment are contingent upon availability of funding.

Signed:

__________________________________  _________________________
Endorsement® Specialist                  Director of Learning and Development

__________________________  _________________________
Date                          Date