

**Governor's Office of Early Childhood Development**  
**Position Description**  
**Preschool Development Grant Birth Through Five (PDG B-5)**  
**MIECHV Coordinated Intake Strategy Manager**

**POSITION SUMMARY:**

The Coordinated Intake Strategy Manager (CISM) is a key contributor on the Governor's Office of Early Childhood Development (GOECD) team and works in close partnership with both Maternal, Infant, and Early Childhood Home Visiting (MIECHV) and PDG B-5 staff members within the office. The CISM may chair committee work at the state level, relative to this position.

The state's early childhood vision is that a continuous and strong, high-quality early learning system enables children to enter kindergarten and grow up safe, healthy, happy, ready to succeed, and eager to learn. GOECD operates through an equity lens, with the goal of eliminating racial inequities throughout the early childhood system. A number of Illinois communities and early childhood systems and programs use some type of centralized or coordinated intake and/or referral system to connect families with children from birth to age five (B-5) with local programs and services that can help them thrive. Multiple entry points, data systems, intake processes, and referral mechanisms are used, which contributes to unintended additional barriers for families that are most in need of supportive services.

As part of the PDG B-5 strategic planning process, the CISM will work with diverse state- and community-level stakeholders to develop a written strategic plan for expanding centralized/coordinated intake for B-5 programs in Illinois, including home visiting. This plan will utilize data and research, building on reports and documents from Illinois' MIECHV, Race to the Top-Early Learning Challenge, and Preschool Expansion grant projects.

Reports to: Joanna Su, MIECHV Manager of Strategic Planning, GOECD.

**MAJOR RESPONSIBILITIES AND KEY TASKS:**

- Operate through an equity lens, with the goal of eliminating racial inequities throughout the early childhood system. This includes: engaging diverse perspectives; identifying how racial/ethnic and underserved groups are affected by current or proposed policies or procedures; and analyzing how policy or procedures might worsen existing disparities or produce other unintended consequences.
- Based on research, past efforts, and stakeholder input, lead the creation of the state's strategic plan for centralized/coordinated intake for birth to five programs. The plan will include:

- background and definition of terms related to centralized/ coordinated intake and referral;
- a map of communities/collaborations that currently implement centralized/coordinated intake or referral;
- models or process maps of centralized/coordinated intake or referral systems in Illinois;
- opportunities for collaboration and/or streamlining;
- input from key stakeholders, including early childhood community collaborations and governmental representatives;
- proposed plan for expansion (and timeline) that should address:
  - training infrastructure and curriculum
  - technology
  - marketing/public awareness
- Communicate progress with and collect and incorporate input from key stakeholder groups including, but not limited to, the Home Visiting Task Force, the Community Systems Development Subcommittee, and the All Families Served Subcommittee of the state's Early Learning Council.
- Begin implementation of approved and prioritized strategic plan activities.
- Participate in GOECD staff meetings and collaborate with other GOECD team members on related projects as assigned.
- Perform other duties as assigned.

#### **EDUCATIONAL AND WORK EXPERIENCE REQUIREMENTS:**

- Master's degree from an accredited college in social work, early childhood development, business, policy or public administration.
- A minimum of 5 years' experience in early childhood programs or early childhood-related policy work involving multiple streams of early childhood programs (such as child care, Early Intervention, Head Start, preschool, health/mental health, and home visiting).
- Experience in leading, coordinating, or facilitating a community collaboration OR governmental interagency experience is preferred.
- Demonstrated experience working with diverse populations and engaging perspectives of marginalized groups.

#### **REQUIRED SKILLS AND ABILITIES:**

- Demonstrated proficiency in project management, including planning, execution, delivery, quality assurance, and reporting.
- Strong organizational, interpersonal, problem solving and leadership skills.
- Demonstrated ability to communicate complex information orally and in writing to diverse audiences, including state administrators, community collaborations, service providers, and families.
- Demonstrated ability to analyze research and raw data and convert findings into actionable, practical strategies.
- Demonstrated ability to facilitate dialogue and input from diverse stakeholder groups,

- including community collaborations, service providers, and families.
- Ability to work in a fast-paced, complex, and collaborative environment.
  - Advanced computer skills, including proficiency in the use of the Microsoft Suite.

**KNOWLEDGE:**

- Knowledge of equity and key related concepts including racial disparities, structural inequities, and structural racism.
- Understanding of the GOECD's vision, mission, values, priorities, and goals.
- Advanced understanding of at least one early childhood related program/system in Illinois.

*This position is contractual and time-limited to the grant period with the possibility to extend.*

Send Cover letter and Resume to: Governor's Office of Early Childhood Development  
c/o [GOV.OECD@Illinois.gov](mailto:GOV.OECD@Illinois.gov)