**Division of Child Care and Early Childhood Education**

**Fellowship Proposal 2019**

**Scope:**

The DHS Fellow will assist in streamlining the process used for the DCCECE BehaviorHELP system. The BehaviorHELP support system provides technical assistance for early childhood mental health consultation to early childhood providers regarding child behavior. This will include creating logic models, communication systems, and organizational materials. The fellow will work closely with the Preschool Development Grant (PDG) B-5 Team which includes the Grant Administrator and the Research and Statistics Manager for the implementation of this project.

**Responsibilities:**

(1) Creating logic models,

(2) Communication systems, and

(3) Organizational materials.

**Preferred Experience/Qualifications:**

Moderate Skills with Microsoft Office

Excellent teamwork, communication, and organizational skills

Basic understanding of Child Development (preferred, but not required)

**Reports to:**

Rachel Machen, ECE ACEs Research and Statistics Manager

Fellows Manager Alexandra Rouse

**Background Check Required?** **Yes**

**Drug Screening Required? Yes**

**Fellowship Details:**

GS04 (Admin Specialist III)

Salary: $29,046 (Extra-help position found in and paid for by the Division).

Length of commitment: Nine (9) months-Project completion. (Service term not to exceed a full calendar year from the date of hire)

Submit a Resume and Cover Letter to Alexandra Rouse, Deputy for Organizational Performance and Engagement at [Alexandra.Rouse@dhs.arkansas.gov](mailto:Alexandra.Rouse@dhs.arkansas.gov) and [Nicholas.Provencher@dhs.arkansas.gov](mailto:Nicholas.Provencher@dhs.arkansas.gov). The email subject line should contain the name of the sponsoring division and “DHS Fellows Program Application 2019.”