



## **Job Description**

**Position Title: CIS Child Care Coordinator**

**Incumbent:**

**Program: Community Outreach Services**

**Date/Revision: 7/7/2022**

### **Position Summary:**

The Specialized Child Care Coordinator ensures that families with children identified with specialized child care needs are connected to child development/child care programs that are affordable, of high-quality, and meet their needs. When child care is identified as the primary service need, you'll work alongside families and child development professionals to build relationships and improve health, development and outcomes for both children and families.

### **Desired Qualifications for Knowledge/Experience:**

1. Bachelor's degree in Early Childhood, Elementary or Early Childhood Special Education or a related field.
2. At least three years teaching and/or administrative experience in an early childhood setting.
3. Experience providing professional development, technical assistance, coaching and/or mentoring, and consultation to staff working with young children and families.
4. Experience facilitating adult learning with a focus on child development and the impact of trauma.
5. Knowledge of local and state resources related to child and adult services.
6. Ability to work effectively with individuals and families in helping them develop clear, measurable goals.
7. Ability to communicate and establish effective working relationships with families, other community professionals, technical staff, social and community agencies and the community at large.
8. Working knowledge with PC software, particularly Windows, Microsoft Word, Excel, and the capacity to learn new operating systems.
9. Demonstrated proficiency maintaining records and completing reports on a timely basis.
10. Familiarity with regulations, laws, and procedures of the Vermont Agency of Human Services preferred.
11. Demonstrated ability to work independently and as a team.
12. Must possess a value system consistent with that of the Family Center of Washington County and have demonstrated a client-centered approach in past work.
13. Must display caring, respect, resilience, a willingness to adapt to change, and excellent interpersonal skills.
14. Must hold a valid Vermont driver's license or acquire one within three months.

**Reports to: Youth and Family Services Director**

**Employment Category: Regular full-time, exempt**

**Pay Grade: 8**

**Number of Hours per week: 40 hours per week, 12 months a year**

**Essential Functions:**

1. Deliver support, assistance, and service coordination as needed to families with personal, social, health, educational and economic needs.
2. Work with subsidy specialists, DCF social workers and CIS Regional Team to ensure communication around the status and needs of those providing Specialized Services Child Care.
3. Process child enrollment with an approved provider in data base with a service need of Protective Service Child Care (PS), Family Support Child Care (FS) or Children with Special Health Needs Child Care (CSHN).
4. Coordinate with CDD approved transportation providers to ensure transportation is available and provided to eligible families.
5. Process and submit Special Accommodations Grants to CDD on behalf of Specialized Child Care providers.
6. Serve as the primary service coordinator for CIS families whose primary service need is specialized child care.
7. Provide case management and service coordination to families and child care, DCF/FSD social workers and service providers who have CIS Childcare service needs.
8. Support the skill development and capacity of child development professionals within child care programs to meet the specialized needs of children and families experiencing personal, social, health, developmental issues.
9. Support the regional supply of specialized child care providers as needed as they seek to provide high quality care for enrolled children with identified specialized needs.
10. Respond to child care providers working with families with Protective Service/Family Support/Child with Special Health Needs child care service delivery needs with resources and support through phone contact or in person. Provide follow up as needed.
11. Arrange and conduct on site consultations for specialized child care providers.
12. Regular member of the CIS Team and technical assistant expert for child and family service providers/organizations regarding regulated child care.
13. Participate in internal service coordination meetings as needed.
14. Solicit and monitor providers training and resource needs; adapt services to respond to those needs.
15. Maintain log sheet and visit records detailing contact with child care providers.
16. Team closely with the Regional CIS Team around the needs of CIS families, child care providers and the community in addressing the work of the specialized care child care.
17. Access clinical expertise and regular supervision to best conduct supportive services for families needing specialized child care.
18. Complete and maintain One Plans on an ongoing, as needed basis.
19. Attend agency-wide meetings, staff meetings and supervision as scheduled.
20. Maintain confidentiality consistent with the Agency's policies and the law.
21. Attends Agency events, public awareness activities, education sessions, and fundraising events as workload permits.
22. Maintain relationships with community.
23. Other duties as assigned.

<b>Success</b>	Knowledgeable and trusted resource for specialized care providers, parents and supporting/partner agencies to enhance access to high quality and nurturing child care services for children in CIS services for children in CIS services. Successful in all aspects of necessary service planning, case management and documentation.
<b>Excellence</b>	Is regarded as a leader by centers, registered providers and community and state partners to develop, enhance and strengthen the child care services of our region. Is actively involved in strategic planning and implementation of early childhood initiatives at a local and state level.

**WORKING CONDITIONS:**

Internal- Work is normally performed in climate-controlled office environment, where exposure to conditions of extreme heat/cold, poor ventilation, fumes and gases is very limited. Noise level is moderate and includes sounds of normal office equipment (people, computers, telephones, etc.). No known environmental hazards are encountered in normal performance of job duties.

External- Moderate travel may be required. Work outside the office normally takes place in similar office environments, although occasionally work may include classroom environments.

**PHYSICAL DEMANDS:**

Work involves standing and walking for brief periods of time, but most duties are performed from a seated position. There is potential for eyestrain from reading detailed materials and computer work. Deadlines, workloads during peak periods and changing priorities may cause increased stress levels. Work normally requires finger dexterity and eye-hand coordination to operate computer keyboards at a moderate skill level. Repetitive motion injuries may occur. Company will provide adaptive devices as needed.