

Posted March 11, 2022



CCRR Child Care Specialist

Job Description

As part of the Child Care Resource and Referral program (CCR&R), the Child Care & Provider Specialist will work with the CCR&R Program Director and staff to build and enhance quality early child care settings for families and child care professionals

Job Responsibilities

- Assist families to identify the type of program that best meets the needs of the particular child and family (i.e. family or group child care, subsidized care, extended hour or part day care).
- Conduct follow-up contact with a minimum of 25% of the received child care referrals as defined and guided by the Council's NYS contract.
- To assist families in becoming stronger advocates with local governmental agencies, community-based organizations and/or child care programs in order to obtain needed services.
- Send relevant materials describing quality child care, child care options, what to look for when choosing child care, and other pertinent information. Encourage families to visit programs and use materials as an aid in making an informed decision about child care.
- Maintain a complete daily log of telephone activities and tabulate collected data for statistical reports.
- Participate in outreach and recruitment efforts to inform employers, local businesses, families and other pertinent community members of the Day Care Council's CCR&R services.
- Participate in presentations and workshops on relevant child care topics.
- Assist child care providers with information on licensing, training opportunities and other appropriate topics that promote and enhance quality child care.
- Other related duties as assigned by the Child Care Division Director.

Qualifications

A minimum of a B.A. degree in Early Childhood Education, Human Services or related field and previous work experience in a child care setting for a minimum of three years. The candidate must be computer literate, have excellent written, verbal, presentation and organizational skills. Bi-lingual ability in another language other than English and familiarity with NYC child care system is a plus. Salary range \$38-40K annually.

To Apply: Interested candidates should send a copy of the resume and cover letter to employment@dccnyinc.org.

**Indicate the position you are applying for in the subject. Two positions available.