

Posted March 11, 2022



CCR&R Provider Specialist

Job Description

As member of the Child Care Resource and Referral program, the Provider Specialist will work with the Program Director and the Child Care Resource and Referral team to build and enhance quality early child care settings for families, child care professionals, and all children.

Job Responsibilities

- Provide intensive technical assistance, support and training for regulated child care programs in NYC to enhance the quality of care provided.
- Provide one-on-one assistance and on-site visits for programs who need individualized support.
- Provide technical assistance via phone and/or in person to providers and other child care professionals on best practices in serving children.
- Conduct appropriate training sessions such as SUNY Health & Safety and Red Cross CPR/First Aid, and Family Child Care Business.
- Disseminate information on quality child care best practices to families, child care professionals and the wider community.
- Coordinate, conduct and facilitate appropriate meetings and training opportunities for child care providers and other early childhood education professionals.
- Represent the Day Care Council at community outreach events during the week and/or on weekends, and attend events with professional organizations such as ACS, DOE, and DCCNY member organizations.
- Maintain and submit appropriate statistics, monthly reports, and telephone/site visit logs.
- Remain up-to-date on OCFS regulations and policies.
- Attend webinars, trainings, and meetings to keep abreast of changes in the childcare field.
- 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. 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 \$40-45K annually. Commensurate with experience and qualifications.

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.