

Posted February 02, 2022



Health, Safety and Nutrition Monitoring Specialist - DCCNY DOE FCC Network

Job Description

As part of the Day Care Council of New York DOE Family Child Care Network, the Health, Safety & Nutrition Monitoring Specialist will support all affiliated providers to be in compliance with all Network and OCFS/DOHMH regulations.

Job Responsibilities

- Visit affiliated provider homes monthly utilizing the DOE monitoring form to ensure proper integration of all OCFS/DOHMH regulations.
- Follow-up regular monitoring visits with supportive strength-based coaching and corrective actions, as necessary.
- Document all visits and communication with affiliated providers in a timely manner and align with the Early Childhood Framework for Quality (EFQ).
- Regularly check the OCFS website for “Dear Provider” letters and other communication from NY State to stay knowledgeable about the license and registration requirements for all affiliated providers.
- Check the OCFS website to ensure all affiliated providers remain free from violations with DOHMH.
- Assist Network Director with the recruitment and affiliation process for family child care providers.
- Support the enrollment process of families including registration, intake, family assessment, and ongoing support to families.
- Work with the Family Worker to connect parents/caregivers to appropriate resources and make necessary referrals to community partners.
- Support the Network team to create and update a Community Partner Resource Guide for all affiliated providers and families.
- Support the Network team with the coordination and implementation of workshops, special events, and other Network activities.

Additional Responsibilities:

- Participate in regular staff meetings to discuss program updates, families, and coordinate all services.
- Participate in Network staff professional learning sessions delivered by the Department of Education.
- Assist in ongoing outreach, enrollment, and all other administrative tasks supporting all FCC affiliated providers.
- Support FCC Network Director in updating family information in the Network database.
- Other tasks assigned by the FCC Network Director and the FCC Education Director.

Skills:

- Willingness to travel within FCC Network catchment area.
- Time management skills are essential.
- Ability to multitask.
- Must be a team player.
- Appreciation for the unique needs of all providers and families.

Qualifications:

Associate Degree or Child Development Associate credential (required)

Training on nutrition, health, and safety (required)

Experience working in family child care and/or with infants and toddlers (preferred)

Salary \$39,000 annually.

Positions available: 2

To Apply: Please submit your resume and cover letter to Keishla Hornsby, FCC Director at employment@dccnyinc.org