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## Child Care Resource and Referral Program Child Care Specialist

### Job Description

As part of the Child Care Resource and Referral program (CCR&R), the Child Care Specialist & 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 time 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.
- 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, outreach events 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.

**Employment Period:** Full-Time

**Hours per Week:** 35 hours per week

**Compensation:** \$45,000 annually

**Benefits:** Eligible for benefits package offered to full-time staff

This position is based in our Midtown Manhattan office but may require some travel throughout NYC. At this time, all staff are required to submit proof of full vaccination against COVID-19 via NYS Excelsior Pass/Excelsior Pass Plus.

**Application Instructions:**

To apply, please submit a cover letter and resume to [employment@dccnyinc.org](mailto:employment@dccnyinc.org). We are hiring on a rolling basis and encourage interested applicants to apply as early as possible. No calls or recruiters, please.

*The Day Care Council of New York is proud to be an equal opportunity employer, committed to inclusive hiring, and dedicated to diversity in its work and on its staff. We strongly encourage candidates of all identities, experiences, orientations, and communities to apply.*