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Day Care Council of New York Provider Specialist

Now in its 73rd year, the Day Care Council of New York (DCCNY) is a membership, advocacy, and service organization for New York City's early childhood education providers and families seeking services. DCCNY plays a key role in supporting the growth and development of New York City's early childhood workforce and is seeking to expand its support for its member organizations in this area.

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 technical assistance to support regulated child care programs in NYC to enhance the quality of early care and education services provided.
- Provide individualized technical assistance via telephone and/or zoom or in-person to child care providers and answer questions about regulations, training requirements, grants, networking, enrollment, or any other topic of assistance identified by the provider or the Specialist.
- Facilitate training for providers in Family Child Care Business Operations, Child Care Environment Set-up, Environmental Ratings Sales (FCCERS/ITERS/ECERS), Coping with Stress, Let's Play Curriculum, and any additional training topic identified by the Child Care Division Director.
- Coordinate with other NYC FCC networks to offer professional development training sessions for providers.
- Recruit FCC and GFDC providers for the Consortium's FCC Business Training and manage attendance records.
- Keep track of business training attendees and potential quality improvement grant applicants.
- Facilitate How to Become a Licensed/Registered Family Child Care Provider in English or Spanish.
- Process provider's quality improvement grant orders on Kaplan and keep track of invoices.
- Input technical assistance data into Empire Child Care Match.
- 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 \$45-48K annually.

Revised 6.23.2022

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.