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Job Description
Health, Safety & Nutrition Monitoring Specialist
Family Child Care Network
Day Care Council of New York
Updated: May 2023

Now in its 75th year, the Day Care Council of New York (DCCNY) is a membership, advocacy, and service organization for NYC's early childhood education providers and families seeking quality childcare and education services. Founded in 1948 to fight for the survival of publicly funded childcare centers when federal funds were eliminated at the end of World War II, we still play several vital roles in NYC's early childhood education system.

With a mission to seek support for and assist in developing quality early childhood education and family and group family childcare services designed to promote the proper growth and development of children and their families, DCCNY is a recognized leader in NYC's advocacy community. We work with member agencies on labor relations, public policy, and training needs.

As a leading research and advocacy organization, we pushed for the City's continued expansion of early childhood education, including the launch of Universal Pre-K programs, salary parity for community-based early childhood educators, and the retention of several initiatives introduced through emergency orders in response to the COVID-19 pandemic in support of families' ability to access affordable quality childcare. We continue to push for public support of high-quality, affordable childcare for low-income families in NYC. We serve as a resource for early childhood center-based providers, their governing boards of directors, and family and group family childcare providers. And we continue to play a critical role in supporting the growth and development of NYC's early childhood workforce.

Description

Working under the supervision of the Director of the J.C. Hall Family Child Care Network, the Health, Safety & Nutrition Monitoring Specialist will support all affiliated providers to comply with all DOE, Network, and OCFS/DOHMH regulations.

Key Responsibilities

While the role will evolve, specific immediate responsibilities include:

- Visit affiliated provider homes monthly utilizing the DOE monitoring form to ensure proper integration of all OCFS/DOHMH regulations.
- Conduct 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 the 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.
- Participate in regular staff meetings to review and discuss program updates, individual providers and 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 the Network Director in updating family information in the Network database.
- Other tasks assigned by the FCC Network Director and the Education Director.

As a small organization, DCCNY team members engage in multiple areas of the organization's operation. DCCNY welcomes suggestions for new initiatives from its team members and encourages candidates with a strong interest in our mission to apply.

Qualifications, Skills, Abilities, and Characteristics

The following items represent the required knowledge, skills, abilities, and experience. This position requires effectively establishing and maintaining cooperative working relationships within a diverse, multicultural environment.

- Associate's Degree or Child Development Associate credential is required.
- Training on nutrition, health, and safety is required.
- Experience working in family child care and/or with infants and toddlers is preferred.
- Valid NYS driver's license and registered vehicle are strongly preferred.
- Strong computer literacy; proficiency in Microsoft Office Suite and Google G-Suite.
- Strong management and organizational skills.
- Strategic thinking with the capacity to be adaptable, navigate ambiguity, and be solution-oriented.
- Excellent oral and written communication skills.
- Ability to engage with internal colleagues and external constituents using diplomacy, tact, and discretion.
- Act effectively and efficiently under pressure.
- Flexibility to function in a changing work environment with the ability to set priorities and multitask.
- Ability to work both independently and collaboratively.
- Deep commitment to our mission and nuanced understanding of systemic and structural racism and inequity.
- Appreciation for the unique needs of all providers and families.
- Follow through with all projects and assignments, follow timelines, and meet scheduled deadlines.
- Be assertive and persuasive as necessary while maintaining positive and productive relationships.
- Willingness to travel within the Network catchment area.
- Must be a team player.
- Manage light to moderate carrying and lifting of items.

Employment Period: Permanent full-time, overtime-eligible position

Hours per Week: 35 hours per week

Salary Range: \$50,000 annually

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

Available Positions: 2

DCCNY is committed to recruiting and retaining a diverse and talented team. Salary offers depend on qualifications, internal equity, and the funding supporting the role. To demonstrate our commitment to pay equity, DCCNY caps salary offers at the stated range maximum and new hires are generally not eligible for salaries at the high end of the salary range.

While DCCNY currently offers a hybrid work arrangement, some positions require up to five days in the office and regular in-person engagements with the public. This position is based at our Jamaica, Queens office and requires regular visits to our affiliated provider program sites. Visits to our main office in Manhattan may be required.

As it pertains to vaccination mandates, DCCNY abides by city, state, and federal agencies and funder requirements, which may change over time. Over the last two years, DCCNY has required all staff to submit proof of complete vaccination against COVID-19 with an FDA- or WHO-authorized vaccine via NYS Excelsior Pass/Excelsior Pass Plus and reserves the right to continue such requirements going forward.

All offers of employment are contingent upon completing a background check, including verification of social security number, criminal record, and educational history.

Application Instructions

To apply, please submit a cover letter and resume to **employment@dccnyinc.org**. Please state the position in the subject line. 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.