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Job Description
Provider Specialist
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 Child Care, 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.

Key Responsibilities

While the role will evolve, specific immediate responsibilities include:

- 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.

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.

- Bachelor's degree in Early Childhood Education, Human Services, or related field.
- Bilingual in English and a language other than English.
- Familiarity with NYC child care system is a plus.
- Excellent written and verbal communication skills and an ability to present and engage with diverse (racially, ethnically, and socioeconomically) audiences and communities.
- Ability to work independently within a flexible schedule, including to work on some Saturdays, and demonstrate effective time management.
- Bilingual proficiency (English and Spanish) is 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 across the five boroughs.
- Time management skills are essential.
- Ability to multitask.
- Must be a team player.
- Ability to lift and carry light to moderate-weighted 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

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. While this position is based at the main office in Manhattan, visits to our Queens offices and program sites 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.