JOB DESCRIPTION

POSITION: Family Child Care (FCC) Specialist, Provider Services Team

PURPOSE: The FCC Specialist recruits, supports and coordinates training for the family child care community in Seattle. The goal of these services is to increase the number of quality family child cares that are eligible for City of Seattle Human Service Department’s child care subsidy program. This position will work in partnership with City of Seattle Education Specialists to meet the goals of the program.

NATURE & SCOPE: The FCC Specialist is a member of the Provider Services team and reports to the Manager of Professional Development and Diversity. The Specialist participates as an active member of the Provider Services team; setting goals and deciding how to accomplish the work of the department.

RESPONSIBILITIES: Specific responsibilities of the FCC Specialist include, but may not be limited to:

- Outreach to and engagement with licensed family child care providers in the City of Seattle, particularly FCC providers who serve low-income, limited English speaking families and families of color.

- Recruit a minimum of 100 licensed family child care providers to attend orientations explaining the City of Seattle, HSD’s child care subsidy.

- Facilitate the enrollment of at least 60 (of the 100) FCCs into the City of Seattle, HSD’s child care subsidy.

- To meet this enrollment target, the FCC Specialist will need to provide culturally relevant group Technical Assistance and Training to build capacity around various domains including specific early learning topics, child care environment, adult/child interactions, and financial management.

- Create opportunities for the FCC providers and K-3 teachers from low performing schools to come together to connect and learn together.

- Manage a caseload of approximately 60 clients and assist clients in reaching specific milestones over a distinct period of time.
• Ensure coordination with the City of Seattle Education Specialists and trainers.

• Work in alignment with Early Achievers and with the Early Achievers Technical Assistance Specialists and Coaches.

• Other duties that relate to the work of the Provider Services team as assigned.

• If assigned to work on a grant, the scope of work will define the work deliverables.

MINIMUM REQUIREMENTS/QUALIFICATIONS: Minimum requirements include a Bachelor of Arts degree in Early Childhood Education or a related field and 3 years related work experience; or a Masters of Arts degree in Early Childhood Education and 2 year related job experience. 5-6 years of early childhood experience will be considered in lieu of education, in exceptional situations.

Additional requirements include:

1. Ability to work independently and self-motivate; majority of time is offsite work.
2. Ability to maintain timely documentation/data entry into electronic data system.
3. Proven ability to consistently meet monthly project goals.
4. Ability to work occasional night and weekend hours within the work week (approximately one weekend day, two weekday evenings per month.)
5. Knowledge of Early Childhood Education programs and resources, including school districts.
6. Excellent written and verbal communication skills.
7. Excellent listening skills with the ability to give and receive critical feedback.
8. Proven ability to work in a team environment.
9. Demonstrated commitment to diversity, cultural relevancy and inclusion is required.
10. Experience in/understanding of the provision quality customer service.
11. Knowledge of computer software, especially Microsoft Word and Excel.
12. Washington State Driver’s License, automobile insurance, and access to a reliable automobile.
13. Must be able to pass a criminal and educational history check.

Desired Qualifications Include:

1. Native language speaking abilities in Spanish and/or Somali languages.
2. Knowledge of child care program best practices, curriculums, and assessment tools (strongly desired)
3. Knowledge of Seattle and local resources
4. Demonstrated ability to present information formally and informally to large and small groups. MERIT approved trainer preferable.

Salary and Benefits:
$35,760-44,700
Salary depends on ability to meet or exceed the above desired employment criteria. Generous medical, dental and vacation benefits provided.

First Resume Review April 7th, 2014. Open until Filled.

To apply, email cover letter and resume to: communications@childcare.org
For more information on Child Care Resources check www.childcare.org

CCR is an equal opportunity employer. We value diversity among our staff. We strongly encourage people of color, people who speak a second language, and people with disabilities to apply.