

Order Number:

NY1505834

Date Job Order Received:

07/26/2024

Number of Openings:

1

Company Name:

Community Action Planning Council

Job Title:

Provider Svcs/Infant Toddler Specialist

Minimum Experience Required:

No experience requirement provided.

Job Description:

JOB TITLE Provider Services/Infant Toddler Specialist PROGRAM/DEPARTMENT Jefferson-Lewis Childcare Project JOB LOCATION 518 Davidson Street, Watertown NY POSITION GRADE 6 RATE OF PAY \$18.50 (Pay commensurate with experience) WORK HOURS PER WEEK 35 REPORTS TO JLCP Director EMPLOYMENT STATUS Full-time Regular Non-Exempt REVISION DATE 5/20/24 JOB SUMMARY: The Provider Services/Infant Toddler Specialist is responsible for the development, implementation, and evaluation of programming to increase the quality of child care in the service area. The Specialist will coordinate professional development for child care professionals in Jefferson and Lewis Counties; conduct workshops and presentations as assigned; provide technical assistance and referrals as needed; contribute to content and publishing of department newsletters. The Specialist will review grant applications, conduct follow-up with providers, place orders and distribute grant items. The Specialist will maintain accurate records and monitor and track program activities; prepare required reports in a timely manner; and contribute to the JLCP vision of ensuring that the community has access to and support for high-quality child care. ESSENTIAL JOB FUNCTIONS: THE MAJOR RESPONSIBILITIES OF THIS POSITION INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING: Increase the knowledge and skills of child care providers through technical assistance, with a focus on support for new programs and programs with Infants and Toddlers. Conduct workshops, training, and presentations that fulfill child care provider training requirements and increase knowledge and skills of child care providers. Identify and recruit new participants, and maintain complete documentation for Technical Assistance and quality improvement projects in child care programs. Contact in-process, existing, and informal providers to offer and explain any resources and services. Maintain accurate documentation of trainings planned, training provided, and outcomes from training. Complete support activities that ensure compliance with JLCP, CAPC, and contractual policies and procedures. Demonstrate Department commitment to equity, diversity, and community engagement. Handles other duties as may be required or assigned. MINIMUM REQUIRED JOB QUALIFICATIONS EDUCATION: Bachelors Degree in Early Childhood, Child & Family Studies, or closely related field with Infant/Toddler coursework. Provider Services/Infant Toddler Specialist Revised 5/2024 Page 2 of 2 WORK EXPERIENCE: 3 years of experience working directly with young children and families in a child care or early education program. Adult education experience training and/or providing coaching and technical assistance to child care staff and providers. CERTIFICATES AND/OR LICENSES: Must possess or be willing to achieve NYS Training Credential within one year of initial employment. Valid Drivers License required. TO APPLY, submit letter of interest with updated resume, transcripts, and completed employment application form to Community Action Planning Council of Jefferson County, 518 Davidson Street, Watertown NY 13601, Fax 315-785-0892, or email hr@capcjc.org. Applications will be accepted until position is filled. Application form available at www.capcjc.org.

Job Location:

Watertown, New York

Pay:

\$18.50 Hourly

Benefits:

No benefits mentioned.

Hours per Week:

Not specified.

Duration:

Full Time, Regular

Work Days:

Monday thru Friday

Shift:

Not specified.

Public Transportation:

Information not provided.

Minimum Education Required:

Bachelor's Degree

Driver Licenses, Including Endorsements:

Class D (Operator)

How to Apply:

To apply, contact the employer by telephone, or by email:

Phone: Saint-Fleur, Jackie (315) 782-4900 ext. 252

Email: jsaint-fleur@capcjc.org