

## **Central Valley Children's Services Network Job Description**

**POSITION:** Subsidize Program Site Visitor (Non-Exempt)

**DURATION:** On-going Based on Funding

**ACCOUNTABLE TO:** Subsidized ECE FCCHEN Coordinator

**PURPOSE OF THE JOB:** To work with Network providers offering ongoing support for the implementation of ECE practices to enhance quality childcare services.

**KEY FUNCTIONS:** The following is a list of major duties, and responsibilities, it is not all-inclusive. Other duties and responsibilities may be assigned, and this job description may be modified as needed

### **Contract Administration:**

1. Ensure compliance with program requirements and procedures as defined in Funding Terms and Conditions, Title 5, Title 22, and Management Bulletins, and other State Regulations;
2. Plan, organize, and develop realistic action plans in order to complete tasks with accuracy and efficiency;
3. Manage and maintain an assigned caseload of provider and children's files;
4. Conduct monthly site visits, model positive-relationships, language, behavior; implement age-appropriate lesson plan and direct hands-on activities;
5. Complete Utilize the DRDP instrument to complete developmental profiles of the served children; enter DRDP assessments in DRDP Tech system and create reports based on findings
6. Conduct Environmental Rating Scale Observation to childcare homes; Identify areas for improvement, followed by creating Action Plans/Reflections;
7. Assist with Bi-annual Parent Meetings; Quarterly Provider's Training; and Program Meetings;
8. Provide technical support to parents, providers and other staff to increase quality care;
9. Attend meetings/events away from the office during the day, evening hours, and/or weekends as required
10. Generate monthly program reports;
11. Link families with services or referrals and follow up with families;
12. Serve as backup for other staff as needed;

### **Accountability and Support:**

1. Recommends operational policies and procedures as identified for efficient and economical operations;
2. Attend local, regional/state conferences pertaining to programs as directed;
3. Meets monthly or as needed with the supervisor to discuss changes and updates on new procedures;
4. Responsible for the development, accomplishment, and evaluation of program goals, objectives, and outcomes.

**Community Involvement:**

1. Create and maintain a positive agency image in the office as well as in the community;
2. Develop collaborative relationships with other community agencies for information exchange, joint projects, and advocacy efforts;
3. Determine need in the community not met through current services and develop and implement a plan of correction (including budget); and
4. Participate in the leadership, planning, and implementation of agency events.

**EXPECTATIONS/BEHAVIORS:**

1. Safeguard confidential information of any type;
2. Be able to use a systematic approach in problem-solving;
3. Be professional in attire, composure, attitude, and interactions with others;
4. Be able to teach others policies and procedures associated with job duties;
5. Work well under pressure, meeting multiple and sometimes challenging deadlines;
6. Be able to build good working relationships with people from diverse backgrounds;
7. Demonstrate high team spirit and attitude: working toward another person's success;
8. Be dependable, fulfill commitments, and take responsibility for their own actions, and decisions;
9. Be able to utilize clear written and verbal communication and sound documentation techniques;
10. Be able to at all times, demonstrate cooperative behavior with colleagues and supervisors; and
11. Be drug-free.

**SKILLS NEEDED:**

- Strong customer service skills;
- Multi-task oriented;
- Detail-oriented;
- Computer literate;
- Comprehensive knowledge of childcare system;
- 10-key operation;
- Bilingual preferred

**QUALIFICATIONS:**

**Education:** BA Degree in Child Development or equivalent preferred, and Teacher or Site Supervisor's Permit

**Fingerprints:** DOJ Fingerprints clearance (Upon hire);

**Immunizations:** Provide proof of TB test clearance; Pertussis, Measles, and Influenza (influenza vaccine may be waived with written statement); (dated no more than 6 months prior to the date of employment)

**Trainings:** Complete Mandated Reporter training, CPR/First Aid Training; (upon hire)

**Experience:** Knowledge of Desired Results (DRDP's) - Classroom or childcare setting preferred.

**WAGES:** Hourly wage starts at \$15.00 and up depending on experience.