

Core Values

Position:	Family Child Care Coordinator	Revision Date:	5/22/2023 FINAL SUPERSEDES 4/16/15 (Rev 8)
Position No.:	0380	Program:	State Child Development/ Migrant & Seasonal Head Start (MSHS)/Early Head Start (EHS)
FLSA Status:	Non-Exempt	Reports to:	Area Manager
Salary Grade:	9	Classification :	2E

COMMUNICATION * HONESTY AND INTEGRITY * RESPECT AND FAIRNESS * TEAMWORK AND COLLABORATION * POSITIVE ATTITUDE AND ENERGY * PROFESSIONALISM

Mission Statement

Community Action Partnership of San Luis Obispo County addresses the causes of poverty, empowering low-income people to achieve self-sufficiency through community-based collaborations and programs.

Vision Statement

Creating communities where all people have equal opportunities to achieve self-sufficiency

Position Summary:

Under supervision of the Area Manager, the Family Child Care Coordinator (FCCC) manages and implements the Family Child Care Option program. The FCCC monitors providers in the assigned service area, and conducts regular site visits to the various family child care providers that have contracted with the State Child Development, Early Head Start (EHS) and/or Migrant and Seasonal Head Start (MSHS) programs. The FCCC establishes a working relationship with the local resource and referral agency of each county to obtain names of licensed providers that will provide child care for eligible low income families. Maintains and provides a list of potential providers for families, from which they may select and screen. Coordinates and assists with the training and workshops for the providers and parents. Supports CAPSLO's mission by ensuring that the FCCC runs effectively by establishing relationships with local care providers who can care for children of low income families.

Minimum Educational and Experience Requirements:

- Bachelor's Degree in Early Childhood Education (ECE), Child Development (CD), or related field, plus two years of teaching experience with children ages 0-5 (1).
- Must have a minimum of twelve ECE/CD core units (2).
- Must have three infant/toddler development units or complete within one year of employment.
- Previous experience in public relations is highly desirable, including public contact and liaison activity, giving presentations, training and workshops.
- If working for State Child Development program must hold a Site Supervisor Permit; or must qualify and apply for one within 30 days of employment.
- Experience must be in a licensed day care center, comparable home day care or group child care program for children ages 0 - 5 under the supervision of a person who would qualify as a Center Supervisor. College internships and labs served in a licensed day care center will count as experience

- Units in ECE/CD include course work in early childhood education/child development and at least one course in each of the following core areas 1) child/human growth and development 2) child, family and community, or child and family relations; 3) programs/curriculum. Must have received passing grade of "C" or better or credit.

License & Certifications:

- Must have dependable, insured transportation and valid California Driver License (mileage to be reimbursed) and acceptable driving record.
- A DMV printout and proof of insurance will be required.

Essential Functions:

- **Family:**
 - Recruits, enrolls and re-certifies children in the Family Child Care Program in each service area according to the State Child Development, EHS, MSHS and/or Center Based eligibility criteria. Conducts family intakes to enroll or refer as appropriate.
 - Promotes parent involvement and provides program orientation to all parents.
 - Supports State Child Development, EHS and/or MSHS families by helping identify problems and concerns. Meets with parents to fill out the Family Survey or Family Partnership Agreements and helps them to locate and connect with community resources. Engages with the families to determine strengths and areas for growth. Works on goal-setting with the families.
 - Assists in identifying special needs children and referring for assessment and appropriate services. Obtains pertinent medical and educational information needed for documentation for special needs children.
 - Assures all child and provider files and records are in compliance with State Child Development and/or Head Start performance standards.
 - Completes the Desired Results Developmental Profile (DRDP) assessment and develops educational goals for each child enrolled.
 - Assists families in obtaining a medical home and resources for health, nutrition and dental care. Participates with special health screenings, and assists the Health Coordinator with medical and dental data gathering and entry.
 - Works closely with the Area Manager, coordinators and specialists on day-to-day operations as needed.
 - Conducts home visits and conferences with parents as required and needed in service areas.
 - Performs other duties as needed.
- **Provider:**
 - Conducts site visits to monitor providers in the assigned areas using a monitoring tool at least twice monthly.
 - Recruits and contracts licensed child care providers to provide child care services for eligible children in the State Child Development, EHS and/or MSHS Program.
 - Provides on-site training and technical assistance for all child care providers in the assigned areas.
 - Develops and provides educational materials and curriculum activities for all child care providers which includes; child nutrition, child abuse reporting procedures, health and safety information.
 - Completes the Family Child Care Rating Scale and develops improvement goals for each contracted provider.

- o Distributes supplies and equipment during the program year. Maintains a log of all equipment lent out, and picks up all equipment at the end of the program year.
 - o Assists in conducting a regular program self-assessment as it pertains to the Family Child Care option.
 - o Ensures that providers are trained on program standards and state requirements.
 - o Supports providers in obtaining a Child Development Associate Credential (CDA) and/or other state educational requirements.
 - o Reviews child attendance sheets monthly, calculates hours and rate of payment and gives sheets to the finance department.
 - o Performs other duties as needed.
- **Program:**
 - o Performs a variety of administrative and clerical tasks, including data entry, creating documents and spreadsheets, running reports from ChildPlus or other databases, etc. Maintains knowledge of various computer programs and attends relevant trainings as needed.
 - o Assists Program Directors, Area Managers and Content Area Teams with updating and implementing related program policies and procedures
 - o Maintains funded enrollment for the Family Child Care program.
 - o Ensures parents and community meet the non-federal match (in-kind). Collects and records incoming in-kind documentation.
 - o Conducts monthly parent meetings and monthly provider meetings.
 - o Maintains knowledge of various agency child care programs and requirements.
 - o Attends trainings (statewide meeting, regional meetings, etc.) to improve program delivery and quality.

Knowledge, Skills and Abilities:

Knowledge

Must have knowledge of Licensing Child Care Regulations (Title 22 and Title 5).

Skills

- Must demonstrate strong organizational skills, time management and paperwork skills.
- Must have excellent written and verbal communication skills.
- Must demonstrate good program planning, recordkeeping and reporting skills.
- Must be able to present ideas in a clear, concise and literate manner; both verbally and in writing.
- Must have emotional maturity, stability and tactfulness.
- Must have strong computer, typing and organizational skills and experience with Microsoft Office, including Excel and database programs.

Abilities

- Must maintain confidentiality at all times.
- Must be able to work evening hours and frequently travel out of county as needed.
- Must be able to work with minimum supervision.
- Must be able to work cooperatively with persons in the child care field.
- Must be able to provide professional leadership in developing child care resources.

- Must be able to relate well to all people of the community regardless of color, national origin, religion, sex, pregnancy, age, marital status, veteran status, sexual orientation, disability or socio-economic level.
- Must be able to relate well to all people of the community regardless of color, national origin, religion, sex, pregnancy, age, marital status, veteran status, sexual orientation, disability or socio-economic level.
- Must use reasonable precautions in the performance of one's duties and adhere to all applicable safety rules and practices; and act in such a manner as to assure at all times maximum safety to one's self, fellow employees, clients and children.
- Must understand, uphold, and continue working toward accomplishing the mission, strategic goals and performance measures of the agency.

Supervisory Responsibility:

This position has no direct supervisory responsibilities.

Work Environment:

- Requires working indoors in a temperature-controlled environment with some exposure to copier and printer chemicals/fumes.
- Must be able to withstand exposure to noise in a day care environment.
- Must be able to drive to meet with families, providers and children.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical

- Position requires intermittent sitting, standing, walking, twisting, bending.
- Must be able to lift up to 40 pounds.
- Simple grasping and hand manipulations required as well as reaching above and below shoulder level.

Additional Eligibility Qualifications:

- Must be at least 18 years of age by date of hire.
- Must submit proof of current vaccination status for measles, pertussis, and influenza (or a current, signed influenza declination form) in compliance with SB 792.
- Must comply with the CAPSLO COVID-19 Vaccination Policy, either being fully vaccinated or sign a COVID-19 vaccination declination form.
- Must complete a health screening physical completed within 30 days prior to employment and a current TB skin test/Chest X-Ray.
- Employment is contingent upon meeting all job requirements and background requirements: criminal history check (Inclusive of DOJ, FBI and Child Abuse), acknowledgement of child abuse reporting responsibility, criminal record statement (Form LIC508), etc. A criminal history clearance is required prior to employment.
- Upon hire agency staff will check the Megan's Law (or the current sexual predator website) to ensure each staff being hired is clear for employment. Program administrative staff will check the website annually to ensure all program staff are cleared to work.
- Must meet the Head Start Performance Standards and State requirements.

- Employment in Head Start, Early Head Start and Migrant and Seasonal Head Start Programs is contingent upon approval of the Policy Council.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Reasonable Accommodations:

I have read and understand the Essential Functions of this position, including the Responsibilities and Duties. I also acknowledge that the Responsibilities and Duties for this position may change in the future with or without prior notice.

I further understand that I can request a reasonable accommodation, should one be necessary for me to carry out the Essential Functions of this position. I can perform these with or without reasonable accommodation.