



**Children's
Service Society**

Child Care Resource
& Referral ~ Metro

Job Description Form

Position Title: Child Care Services and Employer Liaison

Program: Under CSS Administration

Reports to: Executive Director

FLSA Status: Hourly

EEOC:

General Summary:

Create a system to recruit employers and child care providers interested in participating in the Employer Child Care Start Up Grant, including application, approval and payment processes. Support applicants to open and start child care services.

General Office Duties:

- Attend Children's Service Society and Care About Childcare staff meetings as scheduled
- Maintain a filing system for paperwork
- Update calendar and inform supervisor of schedule changes and needs
- Follow company policies
- Keep personal use of time to a minimum. Submit agency paperwork to appropriate supervisor in a timely manner. Follow policies and procedures, dress appropriately, and represent the agency in a positive manner
- Communicate with co-workers and team members in a positive, respectful and professional manner. Willing to work on good communication techniques, team building techniques and other ways to improve the CAC team.

Employer Child Care Specialist Duties:

- Under Outreach Coordinator guidance, reach out to employers in the State of Utah to present the Employer Child Care Start Up Grant and engage them as possible applicants.
- Outreach to existing child care providers, and the community in general to inform them about the grant, and to engage prospective applicants.
- Assist with initial consultation to conduct thorough needs assessment and outline company and provider programmatic goals.
- Create and adhere to timeline and plan of action for each applicant.
- Create an application, approval, and payment process of the grants.
- Support applicants through the license application process.
- Meet weekly with Outreach Coordinator and executive Director to discuss program progress, provide updates, and analyze changes.
- Assist each program in registering and attending mandatory trainings.
- Perform monthly assessments with programs to monitor progress.
- Report assessment results and findings to Executive Director.
- Be well-versed in Scope of Work and Utah Child Care Licensing rules and regulations.
- Provide technical assistance over the phone and on site to child care providers as needed.
- Communicate with applicants in a timely and sensitive manner.
- Other duties as assigned.

Knowledge, Skills, and Abilities:

- Knowledge of CSS services, Policies & Procedures Manual and Employee Training Manual
- Skill in operating equipment, such as personal computer, software and IT systems
- Skill in oral and written communication
- Ability to communicate with employees and business contacts in a professional and courteous manner

- Ability to work in a team environment
- Ability to organize multiple work assignments and establish priorities
- Ability to negotiate with others and resolve conflicts, particularly in sensitive situations
- Ability to pay close attention to detail and to ensure accuracy of reports and data
- Ability to make sound decisions using available information while maintaining confidentiality

Education and Experience:

Requirements:

- 1) Must have a minimum of a Bachelors in Early Childhood or a Bachelors in Business Administration or equivalent with knowledge of Early Childhood Development.

And

- 1) Must have experience in the Early Childhood Care and Education field, including, but not limited to, Child Care Licensing Rules and Child Care Center Management.
- 2) Due to the nature of this position, an up-to-date driver's license and reliable transportation is required.

Physical Requirements:	Percentage of Work Time Spent on Activity			
	0%-24%	25%-49%	50%-74%	75%-100%
Seeing: Must be able to read computer screen and various reports				X
Hearing: Must be able to hear well enough to communicate with employees and others				X
Standing/Walking			X	
Climbing/stooping/kneeling			X	
Lifting/pulling/pushing		X		
Fingering/grasping/feeling: Must be able to write, type, and use phone system				X

Note: The statements herein are intended to describe the general nature and level of work performed by employees, but is not a complete list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.