## A green triangle with a letter Description automatically generated with low confidence **ACCORD CORPORATION**

## **Job Description, Qualifications, and Evaluation Documentation**

## **Job Title:** **Child Care Business Specialist**

## **Division:** **Child Care Services**

## **Reports To: Division Director**

**FLSA Classification:**  **Non-Exempt**

**Job Category:**  **Learned Professional II**

**Pay Range:** **$19.52 to 31.23**

**Job Description approved by Human Resources Director:**

## **Job Overview:**

Provides Best Business Practice trainings and technical assistance on grant opportunities and best business practices to regulated child care programs in Allegany, Cattaraugus, and Wyoming Counties. Identify potential child care applicants to increase child care supply. Ensure child care professionals utilized and have access to available funding streams and meet business practice goals.

## **Essential Job Responsibilities and Duties**:

Provide technical assistance and support to qualified child care providers and assist them in meeting NYS Office of Children and Family Services grants requirements. Coordinate informational sessions for providers on grant opportunities. Perform additional tasks as required.

Assures access and/or facilitates Best Business Practice training, technical assistance, and intensive technical assistance to early childhood educators. Seeks additional resources. Coordinates training related activities and special initiatives.

Ensure understanding of business grants, applications, and timely communications. Ensure all providers are accessing and utilizing grant funds to the maximum amount. Actively plans and organizes material for grant submission.

Provides support to providers through means such as letters/mailings, phone calls, emails, and in person sessions. Ensure availability to attend and facilitate calls, trainings, and webinars.

Evaluates child care program business practices. Maintains access of NYS Office of Children and Family Services grant management system. Ensures provider’s access to grant management systems. Receives transferred calls from Human Service Call Center (HSCC). Gathers and maintains data to evaluate effectiveness of program services.

Maintains required training credentials and implements professional and technical knowledge by attending training, establishing professional networks, and documenting training attendance.

Assures training records of early childhood educators are maintained in accordance with The Standards of Excellence and NYS OCFS standards.

Promotes a positive agency image and credibility by adhering to our code of conduct.

Provides leadership in risk management practices by identifying and reporting potential safety, ethical, and legal concerns; evaluates and advises on impact and develops a strategy to effectively manage and minimize risk.

Contributes to team effort by accomplishing program goals and completing other duties as assigned.

**Required Skills & Abilities/Decision Making:**

Understands and agrees with agency mission of eliminating causes of poverty.

Leadership, presentation, and organizational skills.

Ability to communicate effectively and accurately assess situations and determine course of action.

Ability to disseminate information garnered through meetings and training.

Demonstrated skills using technology.

Ability to travel within NYS and occasional out of state travel.

Ability to function under a variety of working conditions and manage multiple tasks

Accept supervision and feedback from colleagues, and treat colleagues, staff, and program participants with respect

Maintain a safe/clean working environment.

Ability to use good judgment and make sound decisions.

Protects confidentiality in a manner that complies with program and agency policies.

Data-driven decision making

**Time Expectations:**

Will work all assigned hours and report to work on time.

Will meet all time frames and due dates without reminders.

Will make appropriate use of leave time to balance personal, agency, and workload needs.

**Qualifications:**

**EDUCATION**: Associates Degree in Early Childhood Program Administration, Business management, or related field or the equivalent combination of education and experience

**License Requirements:** Current, valid driver’s license and clean driving record. Job requires traveling within tri-county service area.

**EXPERIENCE:** Experience facilitating trainings, outreach and working with persons of varying ethnic and educational backgrounds. Strong communication and computer skills needed.

**Preferred but not required**: Experience with operating a child care center or family child care home based program. Knowledge of NYS Office of Children and Family Day Care Regulations.

**Environment & Physical Demands:** (This position may require the following physical demands and exposures) The employee may require engaging in talking, carrying objects, grasping, using manual dexterity, seeing peripherally, sitting, listening, seeing near and far, and general lifting. Computer work is an essential function of this position and vision strain is a potential exposure.

**Approvals and Acceptance**

I have read and understand this job description and evaluation documentation. I accept the responsibilities and agree to fulfill these duties.

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