

## Resource and Referral Counselor

**PAY RATE:** \$17.58 - \$25.34 Starting Pay=\$17.58

**LOCATION(S):** Belmont, NY

**WORK YEAR:** 12- Months

**WORK HOURS:** Monday - Friday 8-3:30 pm. Occasional weekends and/or evening hours

**JOB SUMMARY:** Provides technical assistance, resources, and referrals to parents and child care providers on early childhood developments ensuing program objectives and community needs are met. Lead in divisional outreach efforts and program data compliance.

**QUALIFICATIONS:** Associate Degree in Early Childhood Development preferred or High School Diploma and two years' experience in the field of Early Childhood Development.

**EXPERIENCE:** Two years' experience in the field of Early Childhood Development and knowledge of the NYS Day Care Regulations. Knowledge of local resources, Outreach, and Data input.

- ACCORD BENEFITS:**
- This is a full-time twelve-month position.
  - Choice of 2 medical plans (co-pay or high deductible with health savings account option)
  - Dental and vision insurance plan options, generous leave time (up to 4 weeks in the first year of employment)
  - 13 paid holidays (11 holidays and 2 floating holidays)
  - Opportunity to contribute to a 403(b)-retirement plan upon hire with a 5.5% employer match
  - Professional development advancement opportunities

**SUBMIT COVER  
LETTER, RESUME,  
& ACCORD  
APPLICATION TO:**

**MAIL:** TRINA LAFLEUR, HR DIRECTOR  
ACCORD CORPORATION  
P.O. BOX 573 | 84 SCHUYLER STREET  
BELMONT, NY 14813  
**EMAIL:** [tlafleur@accordcorp.org](mailto:tlafleur@accordcorp.org)  
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