

JOB DESCRIPTION

TITLE: FAMILY CHILD CARE (FCC) QUALITY IMPROVEMENT SPECIALIST

DEPARTMENT: EDUCATION/CENTER FOR CHILD CARE CAREERS

REPORTS TO: PROGRAM DIRECTOR FOR EDUCATION & PROVIDER SERVICES

DEPARTMENT/QUALITY MANAGER and Lead Trainer Supervisor.

STATUS: EXEMPT

JOB SUMMARY: Under the direction of the **PROGRAM DIRECTOR FOR EDUCATION & PROVIDER SERVICES DEPARTMENT/QUALITY MANAGER and Lead Trainer Supervisor**, performs all duties relating to monitoring of programs and services and ensuring compliance with the rules of the program.

Essential Duties and Responsibilities:

- Supports quality initiative activities and Grow NJ Kids (GNJK), NJ's Quality Rating Improvement System (QRIS).
- Recruits, engages, help, supports and prepares providers for Grow NJ Kids.
- Recognize all compliance regulations for GNJK and FCC State guidelines.
- Mentor/Coach Registered Family Child Care (FCC) Providers based on GNJK FCC requirements.
- Inform and educate providers of the important indicators of quality, as outlined in GNJK standards.
- Provide coaching and technical assistance (TA) with GNJK and state regulations in regards to FCC guidelines.
- Provide referral services to Professional Development (PD) trainings and other targeted TA.
- Coordinate and link to local and state resources.
- Provide initial health and safety needs assessment based on inspection report, site visit and feedback from FCC Provider.
- Conduct baseline assessment (FCCERS) and TA visits.
- Assist providers with development of a "Program Improvement Plan."
- Handle situations correctly that may be health and/or safety risks, such as reporting any signs of child abuse and neglect.
- Help with curriculum understanding and development of FCC Creative Curriculum/GNJK Creative Curriculum.
- Help provider access incentives and scholarships
- Prepare reports and attend quarterly meetings
- Ensures the confidentiality of all provider, client, and staff records
- Participates in support efforts in which the agency is involved
- Participates in agency initiatives, in-service trainings, State, local, community partners, and committees, focus groups and workgroups
- Any duty assigned by the CEO, manager, and/or designee
- Attend/ Participate/ Lead Events that occasionally take place on Saturday/Sunday and/or Evenings

Supervises:

- Not Applicable

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Knowledge of FCC Monitoring or similar home inspection experience
- Knowledge of FCC Manual of Requirements
- Knowledge of Child and Adult Care Food Program (CACFP)
- Knowledge of FCCERS - FCCERS Reliable
- Knowledge of NJCCIS Registry/ Member of NJCCIS
- Knowledge of Curriculum and Creative Curriculum for FCC/GNJK
- Knowledge of child abuse and neglect and code of ethics
- Must possess a valid driver's license, vehicle, and valid vehicle insurance and registration.

Education:

Bachelor's degree (B. A.) in Early Childhood Education from four-year college or university and two years' experience and/or training; or equivalent combination of education and experience in Early Childhood Education.

Skills:

- Must have Instructional background (Adults). Good organizational, public speaking and communication skills. Must be computer literate in Microsoft Office. First Aid/CPR certified, a plus.

Language Skills:

- Must have the ability to read and comprehend instructions, general correspondence, and memos. Bilingual; preferred (English and Spanish).

Mathematical Skills:

- Must have the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability:

- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is regularly required to

sit; use hands to finger, handle or feel; reach with arms and hands and must regularly lift up to 25 lbs. The employee occasionally is required to stand and walk to do research. Specific vision abilities required on this job include close vision and the ability to adjust focus.

Work Environment:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position comes with high pressure due to changes in programs, deadlines that must be met, short time frames and complex regulations. The work environment is usually quiet but fast pace.

Disclaimer Clause:

- Job descriptions and specifications are not intended and should not be construed to be an exhausted list of all responsibilities, skill, or working conditions associated with the position. They are intended to be an accurate reflection of the principal requirements of the position.