

DAY CARE SERVICES COORDINATOR I

GENERAL DEFINITION OF WORK:

Performs administrative and supervisory work developing, coordinating and supervising the delivery of county day care program services of a unit within the Human Services Department. Work is circumscribed by a variety of federal, state and county court decisions, laws, policies, regulations and procedures but within those constraints the employee exercises independent judgment and initiative. Work is performed under general supervision of the Income Maintenance Supervisor III. Supervision is exercised over day care services staff.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Developing, planning, directing, coordinating, and supervising the county day care services program; reviewing casework, holding individual staff conferences and monthly unit meetings to review and discuss performance, new policies, and disseminate information; interpreting and providing guidance on regulations and procedures; participating in development and maintenance of budgets for program; preparing and maintaining records, files, reports, and confidentiality.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Responsibilities for supervising, training, and evaluating staff and has substantial influence in hiring and other employment decisions.
- Assigns cases to staff and maintains workload balance.
- Implements changes in work procedures to meet program demands and presents recommendations to management which impact programmatic goals, objectives, and policies.
- Manages funding allocation to address waiting list implementation/removal and review priorities periodically as policy and/or needs change.
- Tracks monthly daycare spending and adjusts spending levels if needed to remain within funding allocations.
- Surveys needs for day care services, coordinates efforts to recruit and develop community resources, and approves established day care facilities for contractual services.
- Maintains master files of all local facilities offering day care services including all pertinent information about the centers needed to assist parents in making the best plans for the child.
- Serves as consultant to day care operators in assisting them in meeting standards for licensing by the State Department of Social Services.
- Serves as agency liaison with North Carolina Department of Social Services and community private and public agencies and organizations regarding day care services.
- May perform social worker I functions.
- Performs related tasks as required to potentially include but not limited to emergency shelter operations.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of the growth and development of young children and the planning and implementation of appropriate programs to meet their needs; of community resources offering day care facilities and ability to coordinate county department of social services program to assure that programs do not overlap in purpose and intent; of federal and state laws, policies and procedures, program rules and quality assurance standards; and of business management aspects of operating childcare facilities. Knowledge of methods and principles of casework supervision and training. Working knowledge of office equipment and computers and applicable software applications. Ability to work closely with staff members in identifying those clients who might benefit from day care program services; to plan and conduct staff development programs; to establish financial tracking methods to monitor program spending and utilized appropriate software; to supervise and train staff; to express ideas clearly and concisely; to plan and execute work effectively; to establish and maintain effective working relationships between department staff, community organizations, and facility staff; to maintain confidentiality; and to attend work regularly.

EDUCATION AND EXPERIENCE:

Requires graduation from an appropriately accredited four-year college or university with course work in social work, early childhood education, child development or a related field and four years of human services experience in working with young children in an educational/day care facility, case management, assessment and referral, or closely related experience. At least one of the four years of experience must be working with young children in an educational/day care facility or closely related. Half credit will be given for years of experience in income maintenance casework up to a maximum of one year credit. An equivalent combination of education and experience may be considered.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires stooping, reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to

others accurately; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to contact with irate clients; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the State of North Carolina.

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