

Job Description

Family Child Care and School Age Inspector

Reports to Inspection Services Director

Job responsibilities include:

- Visiting and inspecting the homes and programs of Registered Family Child Care and School Age Child Care regularly
- Conducting inspection visits to Registered Child Care Providers who have been reported as providing child care that is not in compliance with NYS Registration Regulations
- Provide technical assistance and support for the accomplishment of Corrective Action Plans
- Communicate regularly with Child Care Registration staff on provider changes and updates
- Conducting monitoring visits whenever care is being provided (daytime, evenings, and weekends)
- Complete and maintain accurate documents on assigned Family and School Age Child Care programs
- Conduct presentations to the community as needed

Provide staff support for general agency work, participate in visibility events and other Child Care Council related projects throughout the year, attend monthly staff meetings, annual council meeting and all other council sponsored events as needed or assigned.

Job Requirements

Candidate must meet **ALL** of the following requirements -

- BA/BS in Early Childhood, Child Development or related field with 3 years experience working with children and families OR BA/BS in an unrelated field WITH 5 years experience and 12 credits in Early Childhood, Child Development or Childhood related course work
- Candidate must meet the requirements to apply for the NYS trainer credential
- Excellent verbal and written communication skills
- Experience and skill in making presentations to large and small groups of adults
- Excellent computer skills
- Detail oriented
- Capable of functioning calmly under stressful situations and within strict deadlines

- Experienced and comfortable dealing with individuals from diverse cultural and social backgrounds
- Clean driving record and daily use of a reliable vehicle
- Willingness to work evening and weekend hours as needed to complete assigned tasks or give support to the department in special circumstances
- Self motivated
- Work well in a team setting but also able to make independent decisions as needed
- Excellent customer service skills
- Knowledge of New York State Child Care Regulations helpful
- Positive and friendly approach in communication with customers and staff

Bilingual Candidates highly encouraged to apply.

RESUME AND COVER LETTER REQUIRED - DEADLINE October 1, 2016

Please submit resume and cover letter to: info@childcarecouncil.com.