

Description

*Reports to Inspection Services Director

Job Responsibilities include:

- Conduct scheduled/unscheduled inspections of Registered Family Day Care and School Age Child Care programs as needed (daytime, evenings, weekends).
- Respond and investigate to complaints pertaining to unregistered child care.
- Investigate complaints on registered providers and make determinations within specified time frame.
- Provide technical assistance and support to provider's to promote the health and safety, and development of children in care.
- Process Corrective Action Plans and conduct follow up visits to ensure provider has made appropriate corrections to maintain compliance.
- Communicate regularly with the Child Care Registration staff on provider changes and updates.
- Complete and maintain accurate documentation on assigned Family Day Care and School Age Child Care programs.
- Conduct presentations and trainings for the community as needed.
- Attend monthly staff/department meetings, annual Council Gala, annual staff retreat, and other council sponsored events assigned.
- Participate in *two* Child Care Council visibility events annually.
- Provide staff support for general agency work.

Requirements/Qualifications:

- 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.
- Working knowledge of NYS Family Day Care and School Age Child Care Regulations.
- Excellent written and oral communication skills.
- Proficient computer skills.
- Commitment to quality customer service.
- Comfortable interacting with diverse cultures and social backgrounds.
- Clean driving record, daily use of a reliable vehicle, comfortable traveling through Monroe, Livingston, Wayne counties in all weather conditions.
- Capable of remaining calm in stressful situations and performing under the pressure of strict deadlines.
- Good time management skills, self-motivated, attention to details, and ability to multi-task.
- Positive and friendly approach when working with providers/customers.
- Work well in a team setting but able/willing to make independent decisions as needed.
- Get vetted and serve as part of the Fingerprint team