



JOB DESCRIPTION

Job Title	Family Resource Specialist	Location	Rochester, NY/ Main Office
Job Status	Non-Exempt Salary FT	Department	Community and Family Services
Pay Range	42,322.00	Supervisor	Renee Scholz
Program			

Job Summary: –

To serve as a resource for families and the community.

Offer resources, education and strategies to create a positive home environment for children and families. Through parenting education programs, special focus presentations and mentoring and coordination of other related services and organizations.

Help families with finding childcare and assessing their needs. Provide education about various types of child care, licensing requirements and indicators of quality, and connect families to other community resources and funding sources. Maintain database and update child care program information.

Responsibilities:

KEY RESPONSIBILITIES –

- (1) Maintain update and access data bases and other council and community resources that provide detailed and accurate information on child care and other community services for the care of young children
- (2) Provide individualized, customized, accurate and timely responses to individuals (parents, guardians, agencies etc) who are seeking to arrange for the care of young children
- (3) Provide individualized, customized, accurate and timely resources to individuals (parents, guardian, agencies, community leaders, businesses, legislators and the general public) regarding child development, parent/provider relationships, relationships and NYS Child Care Regulations.
- (4) Develop and present workshops for parents on a variety of appropriate and interesting topics regarding the care and nurturance of young children
- (5) Prepare a Professional Development Plan and arrange to complete defined goals annually
- (6) Actively participate in department and organization meetings, events, conferences and visibility events.
- (7) Assume other duties as needed or required to support the council in its efforts to be the premier resource for child care related services.

Competencies:

- **-BA/BS degree in Social Work, Psychology, Counseling, Education, Early Childhood or related field of study, 3 years' experience working with children and families. :**
- **-Cultural sensitivity and understanding of the multi-cultural nature of our customers and staff**
- **-Clean driving record and regular daily use of a reliable vehicle**
- **-Comfortable interfacing with the community and meeting new people**
- **-Ability to work well as a team member in an office environment**
- **-Compassion and willingness to help families and support their goals**
- **-Knowledge of parenting and child development**
- **-Good verbal and written communication skills**
- **-Knowledge of child care system and community resources**
- **-Good computer skills**
- **-High quality customer service skills**
- **-Support other departments within CCC**
- **-Comfortable presenting to groups**

"Child Care Council, Inc. is committed to providing a workplace free from discrimination or harassment. We expect every member of the Child Care Council community to do their part to cultivate and maintain an environment where everyone has the opportunity to feel included and is afforded the respect and dignity they deserve.

Decisions related to hiring, compensation, training, evaluating performance, or terminating are made fairly, and we provide equal employment opportunities to all qualified candidates and employees. We examine our unconscious biases and take responsibility for always striving to create an inclusive environment that makes every employee and candidate feel welcome."