Title: Family Child Care (Provider Services) Coordinator

Location: 2 Market Street, Suite 300, Paterson, NJ 07501

Job Type: Full-Time (Experienced)

Compensation Type: Salary

Start Date: 5/1/2016

Job Description:

Under the supervision of the Provider Services Manager, this role will be responsible for overseeing the implementation of the family child care and family, friend and neighbor providers’ administrative support.

Primary Responsibilities:

- Oversees the FCC and FFN operations and is responsible for complying with contractual requirements
- Directly trains staff on FCC and FFN program policies and procedures
- Provides resources and training for staff in conducting home inspections, monitoring, technical assistance, complaints, documentation, report writing and data entry in DMS/RR system
- Reviews staff scheduling
- Accompanies staff on visitations when necessary
- Conducts random spot checks of inspections to ensure quality services
- Reviews all DMS/RR system entries and reports
- Oversees the recruitment, orientation, training, recordkeeping and reports for the FCC and FFN program
- Ensures that all FCC and FFN provider files are reviewed and information updated periodically
- Conduct quarterly FCC and FFN provider file reviews for accuracy
- Maintain written reports and monitoring activities for the sponsoring organization
- Maintain knowledge of current FCC and FFN regulations and attend all required trainings for the FCC and FFN programs
- Ensures DFD DFDI requirements are reviewed and implemented as instructed
- Ensures that all federal and state regulations are followed
- Maintains a standard of ethics and ensures non discrimination
- Ensures that information about providers and staff is kept confidential
- Attend appropriate meetings or trainings for the FCC and FFN programs
- Assign manager in planning, implementing provider events
• Acts as the liaison between 4CS and the providers for all compliance concerns
• Covers department in the absence of the department manager and reports directly to the Chief Executive Officer
• Any duties as assigned by the Provider Services Manager, Designee or CEO.

Qualifications:

• Bachelor's degree (B.A.) from four-year college or university; or five to 10 years related experience and/or training; or equivalent combination of education and experience.
• Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
• Ability to write reports, business correspondence, and procedure manuals.
• Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
• Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to draw and interpret graphs.
• Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
• Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Application Instructions:

Please send cover letter and resume to hr@4cspassaic.org

About the organization:

4CS of Passaic County, Inc. (4CS) has been in existence for 45 years as a referral agency for low-income families in Passaic County and the northern region of New Jersey to obtain high quality early child care and education that is accessible, available and affordable. Our Center for Child Care Careers enhances the agency’s mission by mentoring, teaching, offering technical assistance and communicating about early care and education concerns, such as high quality childcare, children’s healthy development, and raising successful children through increasing the knowledge and skills of the following: parents, Head Start, child care centers, family childcare (FCC) providers, family-friends and neighbors (FFN) providers, directors and nannies.