4CSPassaic, Inc.

Title: Family Child Care Quality Improvement Specialist

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 direction of the Training Manager performs all duties relating to monitoring of programs and services and ensuring compliance with the rules of the program.

Primary Responsibilities:

- Supports quality initiative activities and Grow NJ Kids (GNJK), NJ’s Quality Rating Improvement System (QRIS).
- Engage, help, support and prepare providers for Grow NJ Kids.
- Recognize all compliance regulations for GNJK and FCC State guidelines.
- Mentor/Coach Registered Family Child Care (FCC) Providers based on GNJK FCC requirements.
- Inform and educate providers of the important indicators of quality, as outlined in GNJK standards.
- Provide coaching and technical assistance (TA) with GNJK and state regulations in regards to FCC guidelines.
- Provide referral services to Professional Development (PD) trainings and other targeted TA.
- Coordinate and link to local and state resources.
- Provide initial health and safety needs assessment based on inspection report, site visit and feedback from FCC Provider.
- Conduct baseline assessment (FCCERS) and TA visits.
- Assist providers with development of a “Program Improvement Plan.”
- Handle situations correctly that may be health and/or safety risks, such as reporting any signs of child abuse and neglect.
- Help with curriculum understanding and development of FCC Creative Curriculum/GNJK Creative Curriculum.
- Help provider access incentives and scholarships.
- Prepare reports and attend quarterly meetings.
- Ensures the confidentiality of all provider, client, and staff records.
- Participates in advocacy efforts in which the agency is involved.
• Participates in agency initiatives and in-service trainings.
• Any duty assigned by the Training Manager or his/her designee.

Qualifications:

• Bachelor's degree (B. A.) in Early Childhood Education from four-year college or university
• 2 years of experience and/or training; or equivalent combination of education and experience in Early Childhood Education
• Must have instructional background (Adults)
• Must have good organizational and communication skills
• Must be computer literate in Microsoft Office
• First Aid/CPR certified, a plus
• Must have the ability to read and comprehend simple instructions, short correspondence, and memos
• Bilingual; preferred (English and Spanish)
• Must have the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
• Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions
• Ability to deal with problems involving a few concrete variables in standardized situations

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.