



The mission of the Child Care Council of Suffolk, Inc. is to ensure that every child has equitable access to high-quality early care and learning opportunities. Through advocacy, education and guidance the Council takes a leadership role in supporting children, families and the early care & learning community.

Pursuant to a contract with the NYS Office of Children and Family Services, the Child Care Council of Suffolk will provide technical assistance, trainings, support and outreach to child care providers to ensure full and equitable access to the NYS Stabilization Grants. The NYS Stabilization Grants are part of the federal recovery funds that will provide critical financial support to child care programs and strengthen the industry.

- Title:** Child Care Support Specialist
- Reports to:** Deputy Director, Child Care Council of Suffolk
- Responsibilities:** The Child Care Support Specialist will be the point of contact to help child care providers implement appropriate business practices, navigate the NYS stabilization grant application process and understand the requirements of the grant.
- Minimum Qualifications:** Bachelor's Degree in Early Childhood Program Administration, business management, or related fields. (Associate degree considered with direct experience.) Experience providing outreach and working with adults. Job requires traveling within Suffolk County. Occasional evenings and weekends. Strong communication skills needed. Computer skills essential. Must have a good understanding of standard business practices such as record-keeping, bookkeeping, payroll management and financial management.
- Must have valid driver's license and reliable vehicle.
- Preferred Qualifications:** Experience with operating a child care center or family child care home.
- Bilingual (Spanish) preferred.
- Personal Attributes:** Must believe and act in accordance with the Child Care Council of Suffolk's Mission Statement. Position requires good customer service skills and displaying patience when working with child care providers to access this new funding. Candidate must display ability to work cooperatively as a team member and communicate effectively with others. Must be able to work with persons of varying socio-economic, ethnic, and educational backgrounds.

Specific responsibilities will include:

- Plans and provides intensive technical assistance, support and training for regulated child care programs in Suffolk County to enhance the quality of business practices and care provided.
- Understands the business grants and application processes available through OCFS.
- Outreach to all qualified child care providers to inform them of the opportunity to access the stabilization grant. This could include emails, social media, direct mail, phone calls, attending events and visiting programs on-site. Outreach may require evening and weekend sessions to ensure the greatest reach.
- Assists child care programs with creating an operating budget, if none exists.
- Understands best practices for child care businesses and provides assistance to child care businesses to follow best practices.
- Reviews child care program grant applications, provides feedback, and assists in ensuring compliance with grant application and requirements.
- Provides technical assistance and trainings to support the business practices of child care programs.
- Responds to requests for support from child care programs transferred through the state Human Services Call Center.
- Accesses the OCFS grant management system to review the status of applications and assists with issues.
- Provides one-on-one assistance and onsite visits for programs who need individualized support.
- Works collaboratively with OCFS with changes to the grant processes.
- Attends meetings called by OCFS and ECLC and relays information to the CCR&R team.
- Provide support to providers in the application process, answer questions, and review documentation.
- Working with OCFS, other partners and the Council's Education Department, provide best business practice trainings to ensure that child care providers are maintaining adequate business records and implementing sound business practices.
- Coordinate with the Early Care and Learning Council to troubleshoot and ensure compliance with the OCFS contract.
- Perform additional tasks as required by OCFS and the Child Care Council of Suffolk, Inc.

Salary: Commensurate with experience.