



Job title	<i>Senior Registrar</i>
Reports to	<i>Director of Registration Services</i>

Job purpose

Responsible for the case management of NYS OCFS registered Family Day Care and School Age Child Care Programs within Suffolk County.

Duties and responsibilities

- Conduct program site inspections of registered FDC and SACC, document and record results ensuring reports are prepared within time frames required by New York State Regulations and statute
- Prepare and review for completeness and accuracy of inspections, corrective action plans and enforcement referrals
- Conduct documentation reviews and record compliance of regulated programs
- Assist with intakes of daycare related complaints.
- Review and prepare pertinent paperwork related to program midpoint and renewals of registered programs.
- Conduct compliant and safety assessment investigations and provide detailed findings and reports in accordance with policies and procedures.
- Collect and timely input data related to the NYS OCFS Comprehensive Background Checks (CBC)
- Collaborate with other departments at the Child Care Council to provide comprehensive resources to childcare providers
- Conduct informational sessions for potential childcare providers.
- Participate in mandated and regulated trainings as required
- Ability to independently work in the field.
- Assist with other duties as assigned by the department director

Qualifications & Skills

- Bachelor’s Degree in Human Services, Education and or related field
- Two or more years’ experience working in child care setting
- Ability to apply customer service skills, representing the Child Care Council in a positive way while working with the public
- Knowledge of New York State Child Care Regulations
- Knowledge of NYS Office and Children and Family Services, Child Care Facility System (CCFS)
- Valid New York State Drivers License
- Ability to travel throughout Suffolk County
- Organizational skills
- Analytical and problem solving abilities
- Ability to multi-task and problem solve as needed
- Technology proficient and skilled to navigate CCFS
- Effective communication skills both verbally and written
- Ability to work in a team-oriented, collaborative environment