

ISSUED: 6/93

& 3/92

CLASS

SALARY

SCHEDULE: B

CODE: PN509

SALARY

EEO

GRADE: 10

CODE: 50

FLSA: Non-Exempt

E-

CLASS: PN

TITLE: Child Care Services Coordinator

UNION: P&A – Local 1979, U.A.W

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## **POSITION PURPOSE**

Oversee and provide child care referral counseling and intervention service for parents in support of programs and/or activities directed at child care development and parenting methods and practices for a School, College and/or Center/Institute at the University.

## **ESSENTIAL JOB FUNCTIONS**

- Establish, coordinate and provide child care referral services. Develop informational pieces, i.e. pamphlets, brochures and instructional manuals pertaining to child care services and general parenting information and guidelines.
- Research and identify appropriate child care providers, facilities and/or community resources. Meet and discuss with interested client parents specific and individualized child care needs; research and recommend quality child care services.
- Conduct training seminars, presentations and programs on parenting and child care methods. Respond to routine inquiries; resolve questions or problems that may arise. Serve as information source providing guidance on parenting issues and on child care provider services.
- Oversee, monitor and maintain computerized data-base on child care providers. Contact appropriate government agencies, i.e. Department of Social Services (DSS) to obtain updated roster of licensed child care providers as well as to submit assessment reports and client/worker satisfaction surveys. May conduct on-site review and assessment of all child care facilities. Prepare and complete case files and paperwork assessing client needs and services; maintain appropriate documents and records in an efficient manner.
- Maintain liaison support services with child care providers through on-site visitors, phone contacts, etc. Prepare informational guides and conduct child care workshops to ensure providers are knowledgeable on current child care methods and practices.
- Supervise and coordinate the work activities of several staff support personnel. Review and monitor work assignments. Train in appropriate methods and procedures. Answer questions and resolve problems that arise.

- May coordinate and participate in home based crisis intervention services for high risk families which includes instructing family members on specific child care needs, appropriate parenting skills and problem solving methods (i.e. home management, child development, nutrition, education services, etc.).
- May participate in the assessment, evaluation and identification of children at risk to potential family violence, neglect and/or abuse; diffuse family problems and violence by introducing clients to community resources and child care provider services to prevent out of home placement (i.e. foster care).
- Perform related work assigned.

### **ADDITIONAL COMMENTS**

This classification is designed to provide specialized knowledge of child care and parenting methods and practices for working parents or high risk families (i.e. violence, substance abuse, etc.) in an effective and efficient manner. The incumbent should possess reasonable understanding in child development, early childhood education practices and the human services field. Work activities may require off site work. Human relations skills are critical in understanding, counseling and meeting client parent needs. Functional supervision and work leadership is exercised over an average number (3-5) of support care givers. Work activities demand thinking within clear but substantially diversified procedures. This classification is generally assigned to a child development unit/program, i.e. the Merrill-Palmer Institute for Family, Parents and Children Together (PACT) or College of Urban, Labor and Metropolitan Affairs. This classification reports to and receives work direction from a research professional position.

### **MINIMUM QUALIFICATIONS**

- Graduation from an accredited college or university with coursework in child development, early childhood education, sociology or related field or an equivalent combination of education and/or experience.
- Reasonable knowledge and experience of child care, child development and/or early childhood education.
- Reasonable knowledge of and experience in crisis intervention techniques, child development, and interaction with high risk families.
- Some knowledge of child care center licensing requirements.
- Good oral and/or written communication skills.
- Ability to develop child care and parenting informational materials and guides.
- Ability to communicate effectively with others in order to understand, counsel and meet the child care needs of parents from various socio-economic backgrounds, as well as high risk dysfunctional family units.
- Reasonable knowledge of and experience in crisis intervention techniques, child development, and interaction with high risk families.
- Reasonable experience in providing in-home based services.
- Typically, incumbents have held positions in child care facilities.