



Early Childhood Council
of La Plata County

Job Description

Job Title: Child Care Resource Navigator (20-25 hours/week)

Description: Under the supervision of the Executive Director, the Child Care Resource Navigator (CCR Nav) is responsible for Child Care Resource & Referral services for families and child care providers in the five counties of southwest Colorado. In addition, the Child Care Resource Navigator will coordinate the programs, projects and activities related to the Family Child Care Home Navigator grant.

Essential Duties and Responsibilities

Quality Referrals, Data Collection & Reporting:

- Conduct and record provider updates a minimum of 2 times per year for 100% of licensed providers in the five counties of SW Colorado (SDA 2), collecting enrollment data (enrollment count, age of children served, etc.)
- Collect data and provide information on the supply of and demand for child care services and other identified needs on local child care providers in 5 counties, and provide quarterly child care analysis
- Conduct frequent contacts with each child care provider in La Plata County to: inform child care providers of enhanced support, report openings, and collect information on special populations served by the provider
- Partner with the centralized call center (Mile High United Way) to ensure accurate licensed program data and local resources are available to the referral specialists
- Upload data to the Colorado Shines Salesforce system to inform the Colorado Shines Statewide Call Center and search results on the Colorado Shines website (<http://coloradoshines.org/>)
- Provide enhanced child care referral services to families of children with special needs, expulsions, child care center closures, natural disasters, or emergency declaration
- Partner with homeless service providers, McKinney-Vento liaisons and others who work with homeless families to provide referrals to child care
- Educate parents and community on current children care needs and trends, including Early Learning Developmental Guidelines
- Promote public awareness of Council activities through press releases, presentations at community events, and consumer education materials
- Ensure agency website includes direct link to Colorado Shines childcare search tool
- Complete Quarterly Reports
- Other activities consistent with Office of Early Childhood contract and goals of the council

Provider Services Training & Technical Assistance:

- Support recruitment and retention of licensed child care providers through internal and external referrals to partners
- Provide technical assistance to existing family child care home providers in completing applications for grants and other opportunities
- Provide technical assistance to new family child care home providers as they move through the licensing process (including addressing zoning issues, business codes, etc.) and in accessing financial resources to begin their business (i.e., licensing incentives)
- Connect family child care providers with Quality Improvement Coordinator within their service area to ensure family child care providers understand the Colorado Shines QRIS
- Assist new and existing family child care providers to understand the Colorado Child Care Assistance Program (CCCAP) and supporting them as they obtain a fiscal agreement to enroll children participating in this program
- Assist new and existing family child care providers access supports, such as the Child and Adult Care Food Program (CACFP), and early childhood mental health consultation, child care health consultation, infant and toddler specialists, and coaching supports
- Provide technical assistance to new and existing family child care providers entering and working with Colorado Shines QRIS and Professional Development Information System
- Work with community partners and utilizing their knowledge of the ability of providers to serve special populations and the lack of available slots, to strategically increase the supply and quality of child care services within their service area, in partnership with public agencies and private entities

Support community & systems partnerships:

- Contribute content to quarterly electronic newsletter to stakeholders in 5 counties
- Participate in community events and public engagement opportunities
- Conduct outreach, developing and maintaining relationships with family child care home providers, Family, Friend & Neighbor providers, Licenses Exempt and unlicensed care providers regarding changes in licensing and regulation
- Facilitate public awareness and family engagement activities related to local Council goals
- Attend required trainings and meetings both locally and out of the area (such as EC Council meetings, staff meetings, committee meetings & statewide trainings)
- Coordinate projects as assigned

Minimum Qualifications:

- Associates degree (AA) or equivalent in relevant field
- Two years' experience in early childhood
- Meet CDE qualifications for EC Credential Level 2
- Proficient in Excel, Word, Power Point, Publisher, MailChimp and email
- Proven ability to coordinate multiple projects
- Excellent communication and collaboration skills

Preferred Qualifications:

- BA in ECE or related field
- At least three years of experience as a family child care provider, early education teacher and/or in administrative capacity
- Maintain qualifications for Coaching Credential Level 1
- Familiarity with Colorado Childcare Licensing Regulations and Colorado Shines
- Ability to be objective and mediate challenging situations
- Ability to analyze and synthesize complex information
- Ability to plan and complete projects within designated timeframes
- Ability to work independently and collaboratively in a fast-paced, demanding and complex environment with the ability to manage changing situations and priorities
- Ability to work with a diverse client base