

INGHAM COUNTY JOB DESCRIPTION

EARLY CHILD CARE CONSULTANT - HEALTH

General Summary:

Under the supervision of the OYC Director or the Public Health Nursing Supervisor, provides information, training and consultation to parents, child care providers, and community agencies working with children and families. Serves as a resource specialist in child development, family relations, and all aspects of care and development of young children. Develops and implements written materials and presentations for parents, child care providers, and the community. Provides personal consultations to parents and/or child care providers. Works with community agencies (which may include policy makers and employers) to coordinate services and advocate for all children and families. May recruit and train new child care providers, identify service gaps, and develop strategies to meet unserved needs.

Essential Functions:

Identifies training needs and develops and implements training for child care providers, parents, teens, and the community. Pilots new curriculum and assesses effectiveness of training. Networks with other community agencies to develop training programs to address the latest concerns in child development and care.

Provides resources and consultations to family day care providers, child care center directors, parents and human service agencies.

Prepares marketing materials to increase community awareness concerning the needs of young children and their families by developing and distributing materials at community events and targeted activities.

Develops reports and updates data bases continuously to give parents the most recent information regarding child development, care resources, and child care providers. May collect and analyze data for the statewide network to determine child care utilization, need for low income child care, and related issues or may complete and maintain documentation and data regarding services in attendance with program guidelines. Works with other agencies to establish collaborative protocols. Meets contractual obligations for reporting on services rendered for submission and approval to appropriate funding sources.

Prepares newsletters, pamphlets, flyers, articles and other written materials to be distributed to providers, parents and the community.

Collaborates with other similar purpose organizations. May serve as facilitator to child care providers' support groups or parenting groups. Serves on various committees advocating for children and their families.

Ensures that documentation regarding clients is kept secure and confidential and maintained consistent with Health Department policies and procedures.

Early Childhood Consultants-Health, in Public Health Nursing will:

1. Provide periodic home visits to the child and parent providing support to enhance parent-child interactions and developmental guidance using approved curriculum while supporting the family to provide an appropriate environment and activities to improve their child's school readiness.
2. Make initial and periodic contact with families in the assigned Family Resource Center area who have a newborn, toddler or preschooler to enroll in the "All Children Connected to Succeed / ACTS " Program.
3. Conduct periodic developmental screening for children birth through age five to monitor and assess their developmental status in all domains--cognition, language, motor and social emotional, as needed.
4. As assigned, participate on the Parent-Child Resources team to plan, coordinate and make decisions about ACTS within the assigned Family Resource Center service area, in collaboration with other team members.

Early Childhood Consultants-Health, in Office for Young Children will:

1. Provide referral and consultation services to parents and families seeking child care, experiencing difficulty with child care, or having other child related concerns. Educate parents on finding quality care and make referrals to outside agencies when appropriate. Help parents who have children with special needs find appropriate child care and other needed services.
2. Provide training and technical assistance to child care providers, employers and community agencies.
3. Recruit new providers and offers assistance through the licensing process.

Other Functions:

1. During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.

An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employees may be expected to perform.)

Employment Qualifications:

Education: Possession of a Bachelor's Degree in child development, early childhood education, counseling, social work, nursing, psychology or other human services related field.

Experience: Two years professional experience in a responsible position working with young children, families and other professionals. In addition, experience with community outreach is preferred. Experience using windows based computer programs preferred.

Early Childhood Consultants-Health, in Office for Young Children must also have experience in direct care of children in a registered or licensed program in a responsible position, as a family or group home provider, a head teacher, or owner, operator, or administrator of a child care center.

Other Requirements:

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements: Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Walks over uneven terrain and climbs stairs to gain access to worksites and meeting locations.

Climbs stairs to reach offices, rest rooms, mail rooms, copy rooms and conference rooms at off-site locations.

Ability to enter and retrieve information from the computer.

Lifts and carries boxes, display cases, audiovisual equipment, and other materials weighing up to 40 lbs.

Places materials in, and retrieves from, a vehicle.

Bends and stoops to access office files and place and retrieve items from storage units.

Kneels and crouches to reach computer printers and to lift materials from the floor.

Working Conditions:

May work in office/manufacturing conditions and may travel throughout a four county area to other community locations.