

Open Position

Program:	Rural Communities Child Care – Lake/Mendocino County
Position:	Family Child Care Home Education Network Manager I (Bilingual preferred but not required)
Rate of Pay:	\$ 25.33 per hour (Depending on Qualifications)
Hours:	40 hours per week, 12 months/year
Benefits:	<p>401(k) Retirement Plan Paid Health Leave Paid Vacation and Holidays Medical, Dental, Vision and Life Insurance Employee Assistance Plan</p> <p><i>401(k) Retirement Plan all NCO employees eligible to participate upon hire. Medical, Dental, Vision, Life Insurance (within 60 days of hire) for regular status employees working 30 or more hours per week. Paid vacation and holidays for regular status employees.</i></p>
Application Closing Date:	Open until filled
To Apply:	<p>A completed NCO Employment Application form is required to apply. The application form is available at our website: https://www.ncoinc.org/about-us/jobs/ or by calling 707.467.3200, or at the NCO main office, 413 N. State Street in Ukiah.</p> <p>For positions requiring ECE or CDV units transcripts must be attached with your application to be considered.</p>
Submitting an Application:	<p>By Email: HumanResources@ncoinc.org By FAX: 707.467.3213 By mail or hand delivery to: NCO, Inc., Attn: Human Resources 413 N. State St., Ukiah, CA 95482 <i>Applications must be received by NCO by the closing date. Postmarks are not accepted.</i></p>
NCO is under no obligation to hire from this solicitation.	
North Coast Opportunities, Inc. is an Equal Opportunity Employer.	
For Head Start Child Development Program positions please see the NOTICE included with the Employment Application regarding Department of Justice clearance requirements.	

*See our Website for full job description details & to print application
WWW.NCOINC.ORG/ABOUT-US/JOBS/
Equal Opportunity Employer*

We invest in people through community action

POSITION DESCRIPTION

POSITION TITLE:	FAMILY CHILD CARE HOME EDUCATION NETWORK MANAGER I - II
PROGRAM:	RURAL COMMUNITIES CHILD CARE
REPORTS TO:	RCCC PROGRAM DIRECTOR OR FCCHEN MANAGER II
SUPERVISORY RESPONSIBILITY:	YES (LEVEL II ONLY)
FLSA/IWC STATUS:	NON-EXEMPT
WC CODE:	8742

I. POSITION OVERVIEW

Under general direction and supervision, employees in this position are responsible for the administration of the Family Child Care Home Education Network (FCCHEN) segment of the Rural Communities Child Care (RCCC) program. The primary duties of this position require attention to detail, a collaborative nature, and excellent communication and organizational skills. Primary areas of focus include development, implementation, and evaluation of the FCCHEN to ensure quality outcomes. This position interacts with various community and state agencies which requires a high level of professionalism and emotional intelligence.

II. SPECIFIC DUTIES AND RESPONSIBILITIES

1. Participates in the development and implementation of the annual plan for the FCCHEN program, incorporating input from staff and the RCCC Program Director.
2. Processes new enrollments; maintains and completes family certifications and recertifications.
3. Ensures accurate and timely completion of Desired Results Developmental Profiles (DRDPs) for all funded children.
4. Ensures appropriate educational components are available to the providers in the FCCHEN.
5. Collaborates with the RCCC Resource & Referral (R&R) program segment on FCCHEN training projects.
6. Responsible for recruitment of FCCHEN providers.
7. Participates in the self-evaluation process as per the State Funding Terms and Conditions.
8. Develops and distributes parent information in an appropriate and timely manner.
9. Responsible for development and on-going implementation of the parent involvement and education component of the program.
10. Identifies health and social service needs of the child(ren) and families; provides referrals and additional assistance as needed.
11. Promotes and coordinates collaboration within and between community child care agencies.
12. Acts as a liaison to community groups and agencies as needed.
13. Maintains compliance with Community Care Licensing and the State Department of Education Funding Terms and Conditions.
14. Stays current on Child Care Food Program (CCFP) regulations and basic nutrition knowledge and ensures required nutritional components are met within the FCCHEN.
15. Coordinates and participates in the annual Contract Monitoring self-review (CMR).
16. Creates and maintains current an electronic tracking and filing system of client files.
17. Stays current on all funding and contract terms and conditions as well as all compliance requirements for the FCCHEN program and ensures timely program compliance.
18. Ensures participant assessments are completed using an established Family Child Care Rating Scale.
19. Provides accurate and timely reports as required by NCO, RCCC and funding sources.
20. Aligns work behaviors in conformance with NCO's Mission, Vision and Values.
21. Work habits:
 - Arrives at work on time and obtains approval from supervisor for planned absences or any changes in work schedule.
 - Maintains a high level of confidentiality in all aspects of work and in alignment with all Agency and program policies and procedures.

- Follows the NCO Injury Illness and Prevention Plan, as well as all Agency and program safety protocols, procedures, and policies.
 - Stays focused on the job.
 - Takes pride in creating an efficient, collaborative work environment.
 - Treats co-workers and clients with respect.
 - Represents NCO and its programs to the community in a positive light.
 - Dresses appropriately for the assigned job duties and responsibilities.
 - Effectively adapts to change.
22. Performs other duties as assigned or required.

Additional FCCHEN Manager II Duties and Responsibilities

1. Responsible for providing appropriate support, training, oversight, and supervision for assigned staff members in accordance with NCO's policies and procedures.
2. Responsible for overall management and administration of allocations in assigned office to support established program goals and plans and in accordance with NCO's accounting policies and practices.
3. Administers the CARES Database for the Alternative Payment and Subsidy Programs.

III. JOB QUALIFICATIONS

Required Qualification Elements:

- A Bachelor's degree from an accredited school in Child Development, Early Childhood Education (ECE) or a related field.
- Must hold or qualify for either a CA Child Development Program Director permit or a CA Child Development Site Supervisor permit.
- A minimum of three years' experience in an ECE classroom.
- Possession of a thorough knowledge of the principles and practices of Early Childhood Education.
- Ability to work and relate well with preschool age children and their families.
- Able to maintain cooperative, professional working relationships.
- Well-developed skills in the areas of program development, implementation and monitoring from both fiscal and administrative aspects are essential.
- Possess above average computer skills with experience using word processing, spreadsheet and data base management software programs.
- Ability to keep and maintain accurate records and produce timely reports.
- Be effective working independently and as a collaborative team member.
- Experience managing and prioritizing multiple projects and deadlines.
- Able to interact with others in a culturally and emotionally sensitive manner.
- Excellent oral and written English communication skills.
- Proven ability to plan, direct, delegate and supervise the work of others (Level II only).
- For work-related driving, must have a valid California driver's license, a verifiable good driving record, and access to a vehicle with insurance that covers the employee as a driver OR reliable transportation with proof of automobile insurance.
- Ability to work flexible hours to attend occasional scheduled weekend and evening work events, conferences, and trainings.

Preferred Qualification Elements:

- Completion of at least 3 infant/toddler (ECE) units.
- Experience administering and writing grants.
- Bilingual abilities in Spanish/English.

WORK ENVIRONMENT/PHYSICAL DEMANDS

1. While performing the duties of this job, the employee is regularly required to talk, hear, listen, and communicate clearly; the employee may be required to supervise staff.
2. The employee frequently is required to sit; use hands to finger, handle or feel objects, use manual and automatic office equipment, and reach with hands and arms.
3. The employee is occasionally required to stand; bend; reach down and stretch overhead; walk; climb or balance; and stoop, kneel, crouch, or crawl.
4. The employee may occasionally lift and/or move up to 25 pounds unassisted and may occasionally move and lift heavier materials with assistance using ergonomic guidelines.
5. Specific vision abilities required by this job include close and distance vision, peripheral vision, depth perception, and the ability to adjust focus.
6. The ability to travel during the day and/or night, sometimes long distance – possession of a valid California Driver’s License and access to an insured vehicle is required.
7. Interaction and contact with outside agencies, vendors, funders, volunteers, donors and contributors is a frequent aspect of this job.
8. The employee will frequently use computers and computer printers, telephones and other similar electronic office equipment.
9. The environment can be noisy and includes the comings and goings of small children and their families.

Note: This class specification should not be interpreted as all-inclusive. It is intended to identify the core essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA) or California FEHA. Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

RECEIVED BY:

NAME _____ DATE _____
SIGN & PRINT