



Job Title: Project Specialist
Reports to: Executive Director
Hours: 40 hours per week **FLSA Status:** Non-exempt

Pay Range: \$21.53 - \$26.17

Summary: This Project Specialist will work with parents, including foster parents to assist them in securing enrollment in licensed, quality child care. The Specialist will also assist child care providers by sharing focused curriculums dedicated to optimizing children's learning and development and to strengthen their ability to care for children who have been impacted by traumatic experiences.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

1. Explain child care options and assist parents with completing applications and/or documents necessary for enrollment in child care programs and/or with child care subsidy systems.
2. Provide technical assistance and training to child care providers on topics such as but not limited to child development and learning activities, health and safety, and trauma informed care giving practices.
3. Refer license-exempt child care providers to ICES' Child Care Initiative Project (CCIP) Program Coordinator to learn about the licensing process for in-home child care.
4. Provide outreach and assistance with the provider training and incentive program.
5. Work in collaboration with community partners to plan and deliver valuable child care training to all providers.
6. Work closely with other ICES staff, to engage in actions that support the agencies mission and vision.
7. Provide updates and reports to administration to ensure effective operations comply within program guidelines and budgets.
8. Collect and report required data. Work with Tuolumne County Child Welfare Service to ensure data and fiscal reporting are complete, correct and on time.
9. Collaborate with state-wide partners to ensure the successful operation of the My Child Care Plan data base system.
10. Attend state, regional R&R, AP, Foster Bridge and other applicable meetings and trainings. This may require occasional overnight travel.

R&R Assistance and Support Duties:

1. Respond to telephone, website or office visit contacts.
2. Supply parents with child care and access information to the MCCP child care data base system.
3. Work with child care providers to ensure the child care data base is updated at least monthly.
4. Assist with maintaining the child care provider resource lending library.
5. Assist with planning and delivering quality building child care workshops.
6. Circulate health and safety updates, licensing announcements, etc.

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

- Design – generates creative solutions; demonstrates attention to detail.
- Problem Solving – identifies and resolve problems in a timely manner.
- Customer Service – manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for services and assistance.
- Interpersonal Skills – maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.
- Oral Communication – listens and gets clarification; responds well to questions.
- Written Communication – writes clearly and informatively; edits work for spelling and grammar; presents numerical data effectively; able to read and interpret written information.
- Cost Consciousness – develops and implements cost saving measures.
- Diversity – shows respect and sensitivity for cultural differences.
- Ethics – treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.
- Organizational Support – follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; supports affirmative action and respects diversity.
- Judgment – exhibits sound and accurate judgment; includes appropriate people in decision-making process.
- Planning/Organizing – prioritizes and plans work activities; uses time efficiently.
- Quality – demonstrates accuracy and thoroughness; looks for ways to improve and promote quality.
- Attendance/Punctuality – is consistently at work and on time; ensures work responsibilities are covered when absent.
- Dependability – follows instructions, responds to management direction; completes tasks on time or notifies appropriate person with an alternate plan.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: AA in related field, or equivalent experience required. Experience in early childhood education, child care field, and/or trauma informed caregiving practices as well as quality customer service and comfort working with families and children highly desired.

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills: To perform this job successfully, an individual should have strong computer skills in Database software, Internet software, Spreadsheet software and Word Processing software.

Certificates, Licenses, Registrations: Current driver's license, proof of vehicle insurance.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made for enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to finger, handle or feel. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.