

DAY CARE SERVICES COORDINATOR II

DESCRIPTION OF WORK

This is administrative work in developing and coordinating a comprehensive county day care services program for the children of welfare recipients and potential public dependents. Employees are responsible for surveying needs for day care services, coordinating efforts on part of individuals, organizations, and agencies to develop community resources, negotiating contracts for purchase of day care services and establishing agency operated facilities. Work includes liaison responsibilities with the North Carolina Department of Social Services; in day-to-day activities, contacts will be maintained with other providers of day care services such as Office of Economic Opportunity, Model Cities Programs, United Fund, and churches. Work is evaluated by the County Director of Social Services through conferences, written reports, and acceptance by the community.

EXAMPLES OF DUTIES PERFORMED

Approves established day care facilities for contractual services; maintains master files of all local facilities offering day care services including data on enrollment, hours of operation, fees, age range and capacity, and other information for reference in selecting a facility for an individual child. Selects buildings and sites for agency operated day care facilities, often involving negotiating contractual arrangements for renovations, food service, medical services, equipment and staff. Recruits, selects, and trains day care facility staff including director, teachers, aides, and volunteers. Establishes advisory committee for each facility and serves as consultant to committees. Serves as consultant to day care operators in assisting them in meeting standards for licensing by the State Department of Social Services. Participates in development and maintenance of budgets for program; participates in program evaluation. Performs related duties as required.

RECRUITMENT STANDARDSKnowledges, Skills, and Abilities

Considerable knowledge of the growth and development of young children and the planning and implementation of appropriate programs to meet their needs.

Considerable knowledge of community resources offering day care facilities and ability to coordinate county department of social services program to assure that programs do not overlap in purpose anti intent.

Considerable knowledge of business management aspects of operating childcare facilities.

Ability to work closely with staff members in identifying those clients who might benefit from day care program services.

Ability to plan and conduct staff development programs.

Ability to establish and maintain effective working relationships between department staff, community organizations, and facility staff.

Minimum Education and Experience

Graduation from a four-year college or university preferably with a degree in early childhood education, nursery education, child development, or elementary education and five years of experience in working with young children in a nursery school, kindergarten, elementary school, or day care facility, of which three years must have been in an administrative or supervisory capacity; or an equivalent combination of education and experience.

PREPARED BY
NORTH CAROLINA STATE PERSONNEL DEPARTMENT

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