JOB DESCRIPTION

Position: Child Care Partnership Coordinator

Division: Early Childhood Development

Employment Classification: Exempt

Reports To: Child Development and Education Home Based Manager

Supervises: None; directs others as required by essential job duties.

Summary/Purpose: The Private Industry Council of Westmoreland/Fayette, Inc., has provided workforce, education, and early childhood educational services to the communities we have served for over 40 years. The Child Care Partnership Coordinator will collaborate with the community, child care centers and personnel to deliver uninterrupted child development and family support services through impartial assessment, instruction and guidance. Responsibilities include the planning and coordination of instruction programming, facilitating positive relationships between families and providers, and supporting partner agencies to enhance the physical, social, emotional and intellectual development of participating infants and toddlers in Westmoreland and Fayette Counties . The ideal candidate is a detail oriented individual with knowledge of child development who can effectively communicate and interact successfully with a variety of individuals in professional and family settings.

Qualifications & Requirements:

Education:	Minimum of an Associate degree in Early Childhood Education, Child Development, Special Education or related field with coursework related to infant and toddler development.
Experience:	Minimum one year experience in childcare, homebased or classroom setting with infants/toddlers or pre-school children.
Mental Concentration:	Considerable concentration intermittently
Interruptions:	Occur constantly
Physical Demands:	Medium physical effort (up to 30 lbs.)in predominately sitting, kneeling and walking positions. Driving, travel and potential eye strain.
Special Demands/Requirements:	Current Act 33, Act 34, FBI/DPW, and NSOR clearance documentation at hire. Valid driver's license, verification of car insurance coverage, and dependable transportation (validated yearly minimum).
Confidential Information Used:	Various forms of personally identifiable information (PII), including but not limited to, participant geographical and identification data, health/mental health status, individual or family economic detail, environmental information, and personnel data.

Essential Job Duties: to be performed with or without reasonable accommodation

Duties may include any or all of the following: This list is intended to be representative.

1. Assist in planning the Instructional Program (child care centers, assessment curriculum) and coordinate activities necessary to complete education objectives in the Head Start/Early Head Start grant including the creation of procedures and forms, and coordination with other service areas.
2. Coordinate and provide comprehensive services to children and families enrolled in the Early Head Start/Child Care Partnership grant by:
    a. Acting as a liaison to facilitate and foster healthy relationships between families and childcare providers;
    b. Gathering, developing, and assessing goals and progress reports with family and childcare and establishing outcomes;

   c. Providing health and nutrition awareness activities for children, infants, toddlers and families;
   d. Observing and working with enrolled child in childcare setting at least monthly;
   e. Supporting the inclusion and delivery of services to children with disabilities;
   f. Ensuring children retain services regardless of their subsidy status; and
   g. Conducting home-visits to create family partnership plans.
3. Support partnering Child Care Centers.
   a. Perform classroom duties in the PIC Kidz Zone 10 hours weekly.
   b. Support set up of physical environment to meet developmental needs of infants and toddlers.
   c. Integrate Early Head Start performance standards into the childcare environment, assuring compliance with local and state regulations.
   d. Assist in the development of policies and procedures at child care centers
   e. Conduct Health and Safety checks.
4. Engage parents in program decision making through involvement in parent groups and Policy Council.
5. Maintain daily/monthly paperwork and records required by program procedures or as requested including, but not limited to, IEP/IUFSP reporting forms, monthly schedules, attendance sheets, in home contacts, in-kind, timesheets and expense reports:
6. Assist in recruitment through attendance at recruitment events, distribution of recruitment materials, and completion of pre-applications and registrations for families, Keep supervisor informed of schedules, needs, problems, ideas, and suggestions, and seek help as needed. Participating in program planning and providing input for ordering supplies/equipment.
7. Attend all assigned events, professional development trainings, meetings with individuals, parents, public and private agencies as necessary. Become aware of their external agency functions, gather literature to support the enrolled families and provide current information regarding the agencies for the corporation's annual resource directory.
8. Perform other duties and assist in special projects as assigned or requested.

Corporate Expectations:
Every employee of the Private Industry Council of Westmoreland/Fayette, Inc. is an ambassador who influences the public's impression of our organization. As such, every employee is expected to demonstrate the following attributes: Commitment, Enthusiasm, Flexibility, Positive Attitude, Proactive Approach, and Teamwork. These qualities are important to both individual and corporate success.

PAY GRADE	**HOURLY WAGE:**	**HOURS PER WEEK:**
H	$24.47	40 Possible non-traditional