

JOB POSTING

DATE: February 10, 2017

JOB TITLE: Early Childhood Services Coordinator

DEPARTMENT/PROGRAM: Early Childhood Services- Jerry Davis Childcare Center/ Early Intervention

CATEGORY OF EMPLOYMENT/CLASSIFICATION: Administration/ Exempt

CATEGORY OF EMPLOYMENT/ HOURS PER WEEK: Fulltime/ 40 hours per week

JOB SUMMARY: We are currently seeking a dynamic Early Childhood Services Coordinator to assist the ECE Director in matters of compliance, childcare licensing, accreditation, early intervention, training, supervision and developmentally and culturally appropriate practices. Under the direction of the Director, the ECE Coordinator will also:

- Provide ongoing guidance to providers and in-person/phone support for evaluators, when appropriate
- Perform administrative functions related to the childcare center and early intervention programs
- Develop/ maintain a positive rapport with intake and service coordinators, contractors and referral sources.
- Review evaluations and provide feedback to providers before submission of reports.
- Ensure timely reporting and complete coordination of paperwork (i.e.: medicals, prescriptions, etc.)

LOCATION: As per the need of the service; generally work is performed in the Main office, at the program sites and in the community.

EDUCATION: Must meet the minimum qualifications for consideration.

Bachelor's degree or higher from an accredited institution in a related health, human service, or education field

EXPERIENCE/TRAINING: Must meet the minimum qualifications for consideration.

1+ years documented professional experience working with children and families in a teaching, counseling, supporting, or case management role; preferably with individuals birth to five years of age and their families.

EQUIPMENT:

Must be capable of operating the Agency-provided vehicle and possess a valid New Jersey driver's license. Must be considered insurable by the Agency's auto insurance carrier.

JUDGEMENT/INITIATIVE:

Must be able to work with minimal supervision. Good professional judgment needed for interaction with consumers, staff at all levels, board members and outside entities. Must be able to complete all required documentation, reports and logs.

COMMUNICATION SKILLS:

Must have excellent oral and written communication skills in English for ongoing communication with staff, parents and guardians, colleagues, consumers, and other individuals in the community. Must establish effective working relationship with State and local officials, as well as other community groups and individuals.

BENEFITS: Medical, Dental and Life Insurance, PTO (paid-time off) and Holiday pay; 401K; Credit Union membership; Tuition Reimbursement and more.

RESPOND TO:

Bessie English, Employment Administrator
bessiee@thearcofsomerset.org Phone: 908-725-8544 ext. 622
Fax # 908-595-9034, www.thearcofsomerset.org
Posting period ends 2/24/2017

EQUAL OPPORTUNITY EMPLOYER