



JOB ANNOUNCEMENT

Hamilton-Madison House's Early Childhood Services department is seeking a Family Child Care Health/Safety/Nutrition Monitoring Specialist in our Early Childhood Program which serves children between the ages of 3-5 years.

Hamilton-Madison House and NYC Department of Education (DOE) view family childcare as a respected and valued profession within the early care and education system in New York City. We seek to support and enhance the existing strengths of family childcare as birth-4 programs that promote continuous and responsive relationships, strengthen early learning skills, build resilience, and lay the foundation for all future learning. The primary role of the Monitoring Specialist is to support all affiliated providers to be in compliance with all Network and OCFS/DOHMH regulations.

Minimum Qualifications:

- Associate Degree or Child Development Associate (CDA) required
- Training on nutrition, health and safety
- Experience working in a family child care and or with infants and toddlers preferred
- Knowledge of best practice in early childhood education
- Strong time management skills, ability to multitask and be a strong team player
- Willingness to travel within FCC Network catchment area
- Appreciate the unique needs of all providers and families

Responsibilities:

- Visit affiliated provider homes monthly utilizing the DOE monitoring form to ensure proper integration of all OCFS/DOHMH regulations
- Follow-up regular monitoring visits with supportive strength-based coaching and corrective actions, as necessary
- Document all visits and communication with affiliated providers in a timely manner and align with the Early Childhood Framework for Quality (EFQ)
- Regularly check the OCFS website for "Dear Provider" letters and other communication from NY State to stay knowledgeable about the license and registration requirements for all affiliated providers
- Check the OCFS website to ensure affiliated remain free from violations with DOHMH
- Assist Network Director with the recruitment and affiliation process for family child care providers
- Work with the Family Worker to connect parents/caregivers to appropriate resources and make necessary referrals to community partners
- Support the Network team to create and update a Community Partner Resource Guide for all affiliated providers and families
- Support the Network team with the coordination and implementation of workshops, special events and other Network activities

Compensation: Commensurate with qualifications and experience
Hours: Monday to Friday, 35 hours per week

To Apply: Submit cover letter and resume to:
Fax: 212-349-2793
Email: hrdept@hmhonline.org

Posting Date: July 17, 2020 Application Deadline: Until filled

Hamilton-Madison House is an Equal Opportunity Employer