



**COMMUNITY SERVICE COUNCIL
JOB DESCRIPTION
Security Level 1**

Job Title: Child Care Consultant – Exempt

Reports to: Child Care Resource Center Program Manager

Department: Child Care Resource Center

Salary Range: \$39,000 - \$41,000

Purpose of Position: This position is responsible for providing support to professionals and caregivers who provide early care and education, as well as support for parents in accessing quality child care. This position is also responsible for providing training and technical assistance (onsite or over the phone) to child care providers in order to improve quality of child care; assisting with updating provider files; and record-keeping in a database. This position is also responsible for responding to child care referral calls to the agency and from the Oklahoma City call center. The Child Care Consultant will serve programs in Creek, Wagoner, Rogers and Tulsa counties.

Essential Job Functions:

1. Provide technical assistance, by phone or onsite, to child care providers, educators, parents, and others to improve the quality of care available to families in Creek, Wagoner, Rogers and Tulsa Counties.
2. Develop and maintain knowledge of all programs coordinated by Child Care Resource Center and support inter-program collaboration.
3. Model appropriate methods and means of working with children in small groups.
4. Recruit providers for Resource and Referral, food program.
5. Provide information on child care and early education program resources and initiatives including Reaching for the Stars, Scholars for Excellence, REWARD, Warmline and other child care consultation services.
6. Connect caregivers and the families they serve to community resources.
7. Keep accurate records for program evaluation.
8. Perform related responsibilities as required or directed.
9. Ability to recruit Child Care programs.
10. Work with WLS Database.
11. Referral Specialist for child care calls.
12. Responsible for child care provider updates.

Required Qualifications:

Knowledge/Skill/Ability

- Knowledge of appropriate practices for early childhood development.
- Experience working with culturally and ethnically diverse populations.
- Knowledge of different sectors of the field of early care and education (e.g., child care center, Head Start, family child care home, etc.).



- Knowledge of CDA Credentialing System, CDA Council Representative and Advisor experience preferred.
- Excellent communication skills – written and verbal.
- Independent worker who is also an effective team player and leader.
- Ability to organize, pay attention to details.
- Adult education skills.
- Knowledge of community resources for child care and other human service resources for children.
- Ability to travel.

Equivalent Education/Experience

- Bachelor's degree in early childhood education or related field.
- Experience in early childhood programs.

Physical Requirements

- Drive a car.
- Communicate over phone and to large groups.
- Interact with children.

Working Relationships

- Works directly with center directors and family child care home providers as well as with community groups, board members and volunteers. Works indirectly with DHS Licensing staff, Oklahoma CECPD staff.
- Work collaboratively with other CCRC staff.

Special Job Dimensions

- Scheduling flexibility, evening and occasional weekend hours
- Travel
- Some phone work
- Ability to lift over 30 pounds
- Bending and kneeling