



NORTH VALLEY CARING SERVICES, INC.

A Nonprofit Organization Serving the Children and Families of North Hills

JOB ANNOUNCEMENT

Job Title: Family Childcare Specialist

Salary: \$31,200 per year

Status: Full Time, Employee

Job Location: North Hills – San Fernando Valley

Education Level: Associate Degree Preferred

Reports to: Program Director

SUMMARY

North Valley Caring Services, a multi-faceted, community-based nonprofit organization, is looking for a strong candidate who has the qualifications to make an excellent addition to our full-time staff as the **Family Childcare Specialist (FCC Specialist)**. We are looking for professional candidates who are eager to develop their job skills in a fast-paced work environment while benefiting needy children, families and Family Childcare Providers.

Principle Duties:

To assist the Program Director in implementing the Family, Friend, and Neighborhood Program This will involve working directly with the provider and assisting her/him in applying the materials, role modeling of skills and building quality into the Provider's Homes. Administrative responsibility will include report writing, data entry and correspondence with providers.

Specific Duties:

Weekly the **FCC Specialist** will meet with the assigned Providers to do the following:

1. Conduct one-on-one training/ modeling/assisting on a variety of topics as needed by the Provider.
2. Conduct follow-up on any training through demonstration (modeling) with children or observing the Provider with children and making suggestions as needed.
3. Deliver/Pick-up Lending Library orders as needed. This will be based on previous materials needs assessment based on children's ages. In addition, the **FCC Specialist** will demonstrate a variety of ways the materials may be used with the children.
4. Discuss and try to resolve any issues that may have come up during the week related to working with the children and/or parents.
5. Meet with Program Director to review and discuss any issues that need to be addressed.

Monthly the **FCC Specialist** will:

1. Complete "Home Visit Assessments" for each Providers and submit assessment to Program Director for review.

2. Attend the providers trainings, **FCC Specialist** trainings/ meetings as requested by the Program Director
3. Assist the Program Director for specific items as needed.

Qualifications:

Education:

- Child Development Teacher qualified (24 units Early Childhood Education or Child Development including core classes and 16 units in General Education in related areas.
- 6 units in administration and 2 units with adult supervision, preferred
- 3 units in an Infant/Toddler (if course not already taken, must be completed within the first year of employment.)

Experience:

- 175 days of 3 + hours per day within 4 years in a Child Development Center or Family Childcare Home.

Other requirements:

- Bilingual (English/ Spanish)
- Computer skills
- Good Writing Skills
- Current Driver's License and automobile insurance
- Availability of automobile to make weekly visits

Interested candidates please email resume and cover letter to Ivette Pineda at ipineda@nvcsinc.org or fax resume and cover letter to (818)830-2007.