



Assistant Coordinator of Family Child Care

Position Description

Reports to: Director of Family Child Care

This position is exempt

Qualifications: The individual must be sensitive, mature and able to relate well with children and adults. Excellent written and verbal communication skills are required. The person must be flexible, organized and computer literate. Driver's license and dependable transportation is required. Bachelor degree preferred with a minimum of one-year experience working with children. Must pass a B.R.C. check.

Essential Functions:

- Maintain effective and positive communication with families and co workers
- Demonstrates excellent and professional verbal and written communications
- Demonstrate emotional maturity and stability
- Must have a Massachusetts state license and reliable transportation
- Applicant must have visual and auditory capabilities
- Must be computer literate

Specific Responsibilities include but not limited to assisting with:

- Support providers through training and development
- Function as a liaison between Guild of St. Agnes employees and parents
- Maintain contracted slots and vouchers by recruiting families, advertising, maintaining current waitlists, and matching children to the appropriate providers
- Must conduct regular reassessment of providers
- Responsible for documenting daily attendance at providers
- The nutrition program including enrollment, monitoring menus, billing, and meal review
- Respite care referrals and billing
- Regular home visits to providers and documentation of those visits
- Collection of child care fees
- Issuance of termination letters
- Assist with communication between parents and providers
- Maintain updated Agency and Department of Early Education and Care paperwork
- Completion of providers' invoices
- Contracted monthly billing
- Coordinate transportation for children as needed
- All Guild family care meeting are mandatory
- Responding and communicating with other centers
- Scheduled work hours vary and may be subject to change

Responsibilities also include participation in training programs, conferences, courses and other aspects of related professional growth. The individual must uphold the reputation of the Guild of St. Agnes.

I have read and understand this job description.

Name (Printed)

Signature

Date