



Revision Date: August 22, 2023

Job Title: Child Care Resource and Referral Child Care Availability Specialist

FLSA Status: .75 FTE, 30 hours/week Exempt, Prorated benefits include health, dental, Simple IRA and PTO

Salary Range: \$18-22 hourly depending on experience and qualifications

Position Location: 100% in office per week/month/quarter/year

Working relationships

Supervised by: Universal Preschool Director/Universal Preschool Manager

Supervises: No direct reports

Works closely with:

External: CDEC Licensed Providers, and Families from Specialized and/or Targets Support Groups

Internal: Child Care Resource & Referral Program, Quality Improvement Navigators, Family Child Care Home Navigator, and council staff.

Early Childhood Council of Boulder County Mission Statement: To expand and improve the comprehensive system of quality early childhood services for families in Boulder County.

Early Childhood Council of Boulder County Vision Statement: To ensure that all young children birth to five in Boulder County are ready to succeed in school and in life.

About Early Childhood Council of Boulder County: The Early Childhood Council of Boulder County (ECCBC) serves as the early childhood hub of Boulder County, leveraging resources, opportunities, and connections to create a quality system that impacts the lives of young children and their families. ECCBC connects over 9,500 children and families with over 335 licensed early childhood and school-aged care facilities to meet their individual child and family care and education needs in Boulder County, Colorado.

Job Summary

The Child Care Availability Specialist is a member of the Universal Preschool Program. The Child Care Availability Specialist uses a variety of methods to foster effective two-way communication with local childcare providers to achieve the agency's overall goals and/or requirements. The Child Care Availability Specialist is responsible for ensuring childcare provider profile information is up to date in all databases as required locally, in Colorado, and/or nationally, funding dependent. This includes developing partnerships with over 300 licensed childcare providers in Boulder County, including specialty groups such as school district preschools and school-age childcare programs. Ensuring all relevant provider

information is input into all relevant and required databases. This position includes but is not limited to: vacancy reporting, data collection, and connecting providers with training and technical assistance toward quality improvement information.

Knowledge, Skills, and Abilities

- Ability to organize and prioritize multiple deadlines
- Ability and willingness to learn and master new databases and information systems
- Excellent relationship- and community-building skills
- Excellent data management skills
- Attention to detail
- Excellent written and verbal communication skills
- Experience analyzing data and ability to produce quantitative reports
- Ability to work effectively and independently with minimal supervision
- Team Player
- Ability to work with diverse populations, including a variety of racial, ethnic, and socioeconomic backgrounds; educational; and early childhood philosophies
- Excellent customer service skills
- Working knowledge of Microsoft Office suite and web-based technology
- Working knowledges of Salesforce and Colorado Shines Quality Improvement Rating System
- Understanding of local early care and education programming

Duties and Job Functions

The Child Care Resource and Referral (CCR&R) Program ensures all licensed childcare providers in Boulder County maintain up-to-date profiles in all relevant and required databases annually. This includes but is not limited to Salesforce and National Data System (NDS).

CCR&R Availability and Outreach Coordinator duties include but are not limited to:

- Documented outreach to all childcare providers in Boulder County to review and update their profile information in Salesforce and/or NDS system as needed and following the Colorado CCR&R provider requirements. Ensure programs requiring multiple follow ups and/or approaches are documented.
- Educate early care and education providers on the benefits and resources in participating in Colorado Department of Early Childhood Universal Preschool Program (CUPP), Colorado Child Care Assistance Program (CCCAP), and any other relevant programming participation, as relevant and applicable. Support programs with training and technical assistance to access sources and/or refer to relevant units, teams, and/or colleagues at ECCBC or other community providers as appropriate. Follow up with programs as needed or required.
- Ensure program information is maintained in databases, including providing training and technical assistance to programs or manually entering data into relevant data collection tools and databases, including but not limited to the Colorado Shines Quality Improvement Rating System (QRIS), Salesforce, and National Data Systems (NDS). Develop and implement a system for local childcare providers to report open and available childcare slots allowing flexible participation by programs (e.g., calling, texting, emailing, completing an online form).
- Maintaining the National Data System (NDS) database for local childcare referral use.
- Maintain ongoing relationships with childcare provider through proactive outreach. Outreach to support the short- and long-term goals of ECCBC, ensure community awareness of relevant ECCBC programming, to assist with childcare program entry into or compliance with childcare licensing and quality improvement, and collect up-to-date childcare enrollment-related data and special populations served. Work in partnership with public agencies, private entities, and local childcare experts (i.e., family childcare home navigator, licensing specialists, quality improvement coaches,

public health staff) connecting providers to strategically increase the supply and quality of childcare services.

- Produce reports as needed and required from available databases and tracking systems for management, funder, and/or board oversight. Support providers and family matching for specialty populations with other ECCBC staff and teams. Other duties as assigned.

Education

- Associate of Arts or Science degree from an accredited community college, OR
- Demonstrated progress and commitment towards completion of an associate degree in relevant field.

Experience

- Required:
 - Government or non-profit childcare resource and referral experience OR other human services-related work, AND
 - Database management. Preference will be given to applicants with non-profit experience, experience in early childhood, and/or community outreach. Experience working with diverse ethnic and economic communities is recommended. Ability to speak and write in Spanish with fluency in desirable.
- Preferred:
 - Early Childhood, non-profit, and/or community outreach work experience
 - Experience with diverse communities.
 - Fluent in written and verbal Spanish.

All positions at ECCBC are subject to changes or position termination based on funding availability, funding requirements, and/or programmatic changes to meet the needs of the local community.

Licenses, Credentials, and Certifications Current, valid Colorado driver's license, auto insurance, and a safe driving record.

Physical/Environmental Characteristics

Essential duties are routinely performed in a general office environment using computers, fax machines, copiers, and other business machines and equipment. Essential duties may sometimes require the use of a personal vehicle.

The Early Childhood Council of Boulder County (ECCBC) is an Equal Opportunity Employer and conducts its recruitment and hiring based solely upon job-related qualifications, without regard to race, color, religion, age, sex, national origin, sexual orientation, disability, or veteran status.

ECCBC compensates bilingual employees who use their bilingual skills to perform their work or benefit the program's operations. All employees who are determined to be bilingually proficient in a language or languages relevant to serving the early childhood communities in Boulder County receive additional compensation.

Application Process

Qualified candidates should submit a resume, cover letter, and two references to shannahruh@eccbouldercounty.org by September 22, 2023 to be considered for the first round of reviews. Job will stay posted until filled. For more information visit our website at: www.eccbouldercounty.org.