

- Position:** Child Care Health Consultant (Tier 2)
- Reports to:** Program Manager - Child Care Health Consultant Network
- Purpose of Position:** The Child Care Health Consultant supports the health, safety, and wellness of young children, families, and staff in child care/early childhood settings. The Consultant fosters quality child care by observing for recommended practices and identifying hazards in the facility or family child care home; the Consultant collaborates with directors, teachers, and family child care providers to support compliance with regulations/standards and promote best practices to ensure children’s safe and healthy development.
- Status:** Non-exempt
- Salary Range:** \$35,000 - \$45,000

## Duties and Responsibilities

### Conducts the work necessary to carry out goals and outcomes including, but not limited to:

- Provides structured health consultation and technical support to child care programs; works with child care programs to assess the current status of health, safety, and wellness practices and to establish goals for the technical assistance consultations.
- Provides consultation to answer questions on health and safety issues (in alignment with public health guidance and child care licensing standards) common in child care, such as:
  - Prevention of infectious disease (social distancing, group size, cloth face coverings, sanitizing/disinfecting, health checks, staff health, etc.), reading cleaning labels, handwashing, injury prevention, nutrition, behavioral problems, caring for children with chronic health conditions and other special needs, child growth, child abuse and violence prevention, oral health, and access to special services and resources.
  - A high priority will be placed on onsite services and based on local/regional public health guidance.
- Establishes a collaborative approach to consultation that recognizes the autonomy, strengths, and expertise of child care programs.
  - Promotes addressing health and safety concerns that reflects the needs of the child care program, staff, children, and families served.
  - Assesses child care programs and assists in the creation of quality improvement plans, focused on health and safety.
- Collaborates with specialized Health Consultants (Child Care Nurse Consultants, Health Consultants focused on priority populations or specific competencies, and Health Consultants focused on new provider recruitment) to ensure seamless, on-demand, tailored coaching and technical assistance is available for child care providers.
- Collaborates with local Child Care Licensing Surveyors to establish seamless referral and service provision strategies.

- Initiates internal referral and collaboration with other child care coaching/TA services to avoid duplication and ensure tailored service delivery.
- Facilitates and supports child care programs applying for grants/funds as applicable.

**Contributes to electronic communication regarding health & safety messaging including email, electronic newsletters, community education materials, etc.**

**Ensures data accuracy by completing the following activities, but not limited to:**

- Maintains records in WorkLife Systems (WLS) related to training, technical assistance and other activities.
- Reports self-assessment results for the purpose of evaluating activities to meet goals and objectives.

**Delivers professional development events to child care providers as needed.**

**Participates in meetings, trainings and conference calls to support communication, goals, and outcomes including, but not limited to:**

- Participates in Child Care Aware® of Kansas meetings/conferences.
- Completes annual professional development to keep current with best practice and research in the field of early childhood development.
- Participates in Train-the-Trainer events.
- Participates in community meetings.

**Promotes and conducts the work of the Child Care Aware of Kansas by engaging in regular communication with child care providers, community level partners (such as child care licensing surveyors, other early childhood agencies, etc.).**

**Completes required Child Care Aware® of Kansas employee reports and duties timely and in accordance with organizational policies, including but not limited to:**

- Monthly credit card report, timesheet, car maintenance report, and employee expense report, etc.

**Distributes materials to promote and inform child care providers, families, and community partners about early childhood development and quality child care.**

### **Education:**

Bachelor's Degree in Early Childhood, Child Development, Human Services, Health Care or related field preferred. A minimum of an Associate Degree with 2 years work related experience in early childhood required.

### **Experience:**

- Proficient using Word, Excel, Power Point, Access and other Microsoft Office based software.
- Familiarity with Survey Monkey, Zoom, TEAMS and other internet communication technology preferred.
- Experience in nonprofit environment preferred.
- Experience providing and facilitating group meetings and activities preferred.
- Experience conducting professional development events for child care providers and the community preferred.

### **Special Knowledge and Skills:**

- Bilingual preferred.
- Commitment to diversity, equity and inclusion.
- Ability effectively communicate and collaborate with diverse internal and external stakeholders.
- Knowledge of [Caring for Our Children](#) and Centers for Disease Control and Prevention (CDC) resources preferred.
- Strong organization and time management skills, with ability to work independently and collaboratively.
- Effective listening and problem-solving skills.
- Excellent oral and written communication skills (in person and in virtual interactions).
- Work well with the public and with a diverse client population.
- Ability to complete tasks in a timely manner and to multi-task.
- A passion for increasing the quality of child care for children and their families.
- Ability to adapt to changing situations and priorities.

### **Miscellaneous Requirements:**

- Treat information on clients (individual people and organizations), staff and Board members in a confidential manner.
- Willingness to work flexible hours, including some weekend, evening, and overnight travel.
- Valid Kansas driver's license.

### **EEO Statement**

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Together, we can do better. Child Care Aware of Kansas is committed to:

- Creating a diverse environment and is proud to be an equal opportunity employer.
- Complying with all fair employment practices regarding citizenship and immigration status.
- Attracting and retaining a diverse staff – we will honor your experiences, perspectives and unique identity.

### **Disclaimer**

The statements herein are intended to describe the general nature and level of work performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

