

**Position:** Lead Community Consultant – Links to Quality

**Reports to:** Links to Quality Program Manager

**Purpose of Position:** The Lead Community Consultant provides program leadership, with guidance from the Program Manager, by coordinating day-to-day operations/workflow and providing mentoring opportunities within the Links to Quality Consultant team. The Lead Community Consultant fosters quality child care by delivering services that support Links to Quality programs and providers to improve their program quality, collaborate and support other providers in Links to Quality, and to achieve, meet, review and assess self-determined quality improvement goals.

**Status:** Non-exempt

**Salary Range:** \$38,000 - \$50,000

## Duties and Responsibilities

**Assists with the delivery and development of strategies to support transparent and accurate communication and program implementation needs.**

- Participates in planning of Links to Quality processes, procedures, and protocols.
  - Develops guiding documents and supports internal coordination/collaboration among the Child Care Aware of Kansas team.
  - Attends implementation meetings and communicates/collaborates with the Kansas Department of Children and Families.
  - Co-leads regular and specialty team meetings.
  - Shares out regularly at internal Child Care Aware of Kansas meetings, including All Staff Meetings and Quality Initiative Specialists (QIS) meetings.
- Completes the monthly and quarterly Links to Quality reports to ensure accurate, timely and relevant data is shared among the Child Care Aware of Kansas team and with funders.

**Demonstrates team leadership skills by carrying out the following tasks on a regular basis, such as:**

- Assists in development of Links to Quality team meeting agendas.
- Represents Links to Quality Learning Communities, and Programs and Providers when attending and participating in meetings conducted by the Kansas Department of Children and Families Links to Quality team.
- Provides onboarding activities for new Community Consultants team members; may assist in onboarding of other Child Care Aware of Kansas new hires as needed.
- Assists Community Consultants in scheduling Links to Quality activities, files, and caseload support as needed, recruiting, and locating resources and supports for Links to Quality Programs and Providers.
- Contributes to and maintains the Links to Quality participant intake process.
- Manages a waitlist for Programs and Providers who are interested in Link to Quality services and determines Learning Community assignments based on Consultant caseloads and program location.

**Serve as an expert and maintain knowledge of the following:**

- Early childhood program management, familiar with program/business tools that support best business practices.
- A strength based coaching approach.
- Development of Quality Improvement Plans, and the usage of self-assessments and goals in grant writing.
- Knowledge and understanding of existing community and state resources available to participants receiving targeted support services.

**Deliver technical assistance/coaching services to participants to help them continuously improve and meet Links to Quality Indicators (services must be provided in varied formats, including webinars, phone calls, email, onsite visits, area meetings and other modes of communication). Provide coaching as requested and needed in completion of the Program Administration Support services.**

- Conduct onsite visits requested by Links to Quality participants to review and discuss the program improvement plan as it relates to overall improvement goals. The visit should also involve the review of documentation demonstrating compliance with the Links to Quality indicators and/or Program Administration Support documents for completeness.
- Provide GO NAPSSACC Training technical assistance upon request to ensure programs complete desired unit(s) and that acquired knowledge leads to programmatic improvement.

**Complete work in collaboration with the Links to Quality program staff (DCF), CCR&Rs and others as applicable. Meet with Links to Quality program staff on a monthly basis either in person or by phone to discuss challenges, needs, etc.**

**Serve as technical assistant during the Links to Quality Response Phase - administer assessment services and offer support in creating goals to Links to Quality participants and to Program Administration Support on-demand participants.**

**Provide incentives, resources and referrals to Links to Quality participants as need and when applicable.**

**Arrange peer-to peer meetings between programs in Links to Quality.** The purpose of these meetings is to mentor participants in targeted areas to achieve goals needed to accomplish movement through the Links to Quality Program Administration Link. Peer-to peer opportunities can be in the form of face-to-face, telephone or on-site observation; but must include at least one monthly face-to-face meeting to address common needs/challenges so programs can learn from each other.

**Participate in professional development to keep current with best practice and research including but not limited to:**

- Business trainings such as Program and Business Administration Scales (PAS/BAS), Strengthening Business Practices, or All Our Kin Business Series Institute, or other business training.
- Go NAPSSACC Consultant training.
- Creating Inclusive Leadership Groups That Work.

**Collect data and complete reports to meet Links to Quality objectives.**

- Maintain and report required data elements and common findings/trends based upon self-assessments.

- Complete required Child Care Aware® of Kansas employee reports and duties in accordance with agency policies.
- Report quarterly TA common needs, trends, best practices, data from the program improvement plan and feedback from the peer learning groups participating in Links to Quality.
- Collect and maintain an inventory of best practices being implemented throughout Learning Communities in the area of Program Administration.
- Assist providers with identifying community resources and/or materials that are need and can be provided to parents.

**Complete, distribute and collect any surveys for the purpose of providing feedback and adjustments to the Links to Quality program.**

- Conduct satisfaction survey to gather input from the Links to Quality participants regarding the assessment and grant process.
- Complete and/or distribute any surveys necessary to provide feedback and recommendations based on experience.

**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 technical assistance activities and report data for the purpose of informing how funder goals and objectives are met.

**Delivers professional development events to child care providers where they are not available but are needed.**

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

- Participates in Child Care Aware® of Kansas meetings/conferences.
- Participates in Links to Quality meetings and webinars.
- 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 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, or related field preferred with 1-year relevant work-related experience preferred. A minimum of an Associate Degree with 4 years' work-related experience in early childhood required.

### **Experience:**

- Previous supervisory experience preferred.
- 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 to 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 is 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).
- 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.