

**Position:** Senior Program Manager – Child Care Health Consultant Network

**Reports to:** Program Director – Child Care Health Consultant Network

**Purpose of Position:** The Senior Program Manager serves as a member of the program leadership team for the Child Care Health Consultant Network. Working in collaboration with program leadership, the Senior Program Manager is responsible for oversight and implementation of Tier 1, Tier 2, and Tier 3 Health Consultation, including staffing, supervision, process development and implementation, and overall accountability for service provision. Professional development and training of assigned Child Care Health Consultant team members, promotion, and policy and procedure implementation are primary focuses. The Senior Program Manager also provides support and oversight for data collection and reporting, ensuring continuous quality improvement. This position also has a high focus on the foundational components of CCR&R services – professional development, coaching/technical assistance, consumer education, grant making/resources and child care referrals.

**Status:** Exempt

**Salary Range:** \$50,000 - \$65,000

## Duties and Responsibilities

### Program Administration

Implements and monitors programming to ensure a comprehensive and integrated approach that meets best practice standards in child care, meets child care licensing regulations and follows all applicable public health guidance related health, safety, and COVID-19 mitigation.

- Works in collaboration with the Kansas Department of Health and Environment to plan, implement, and evaluate the effectiveness of the Child Care Health Consultant Network model.
- Provides training and guidance to staff on a variety of pertinent topics in the area of child care (particularly health and safety measures) and early learning and development in any/all child care settings.
- Supervises and oversees work tasks and activities of staff to ensure integrated service delivery approaches and consistent implementation.
- Initiates internal collaboration and supports the CCHC team in identifying opportunities for cross-functional program development.
- Collaborates with state and community partners and CCR&Rs to enhance services and ensure effective program delivery.
- Works with the Child Care Health Consultant Network Program Manager to ensure consistent service delivery and supervision.

### Data and Evaluation

- Analyzes data on a consistent basis to determine successes and areas for improvement; creates related program improvement plans and ensures successful completion.

- Oversees the collection and tracking of program information and progress through organization's database (WorkLife Systems); maintains accurate records and submits according to the grant/contract reporting requirements (typically monthly and quarterly).
- Monitors performance against goals, targets, and outcomes and supports a continuous quality improvement approach to program implementation.

### **Community/Network Outreach**

- Represents the organization at a variety of meetings, workgroups, coalitions and committees to advance programs and support early childhood system building.
- Develops and maintains partnerships with other early childhood service organizations.

### **Fundraising and Operations Support**

- Assists with the development and implementation of the organization's Strategic Plan, Fund Development Plan and Communication Plan.
- Participates in the development of cohesive, focused and effective program proposals.
- Coordinates the gathering and sharing of information on existing and emerging opportunities to secure new funding.

### **Knowledge Management**

Contributes to the organization's efforts by developing deep knowledge of programs that positively impact the quality of child care in Kansas.

- Stays abreast of current developments in the early childhood field and the public health field – throughout Kansas and the nation.
- Conducts research as needed to expand, improve and solidify Child Care Aware® of Kansas services.
- Leads, organizes or advises a variety of committees to ensure the strength of the organization and to support organizational culture.

### **Organizational Development/Leadership**

- Develops and maintains positive, supportive relationships with the staff team and CCR&Rs.
- Develops and implements strategies that will maximize synergy among the team and CCR&Rs.

### **Special Projects (could include but are not limited to):**

- Curriculum Development.
- Assessor training/certifications.
- Conference and group presentations/workshops.

### **Participates in a variety of professional development events in order to stay current with early childhood research, trends and best practice.**

- Use knowledge and skills gained through professional development to expand and/or enhance services provided by Child Care Aware® of Kansas.

### **Complete required Child Care Aware® of Kansas employee reports and duties in accordance with agency policies, including:**

- Monthly Credit card report, employee expenses report, time distribution form, car log/maintenance, etc.
- Quarterly Child Care Aware® of Kansas Board report.

### **Education:**

Bachelor's Degree in Early Childhood, Education or a related field and 3 years working experience, with demonstrated increasing levels of responsibility and supervisory experience required. Knowledge of early childhood systems, health education and experience in nonprofit environment preferred.

### **Experience:**

- Proficient using Word, Excel, Power Point, Access and other Microsoft Office based software.
- Familiarity with Survey Monkey, Zoom, 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.
- Ability to work independently as a self-starter.

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

- Bilingual preferred.
- Commitment to diversity, equity, and inclusion.
- Ability to effectively communicate and collaborate with diverse internal and external stakeholders.
- 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.