

Position: Community Consultant (Links to Quality)

Reports to: Links to Quality Program Manager

Purpose of Position: Delivers services that support and assist participants to improve child care program quality with a high focus on achievement, review, and assessment of child care provider-led quality improvement goals focused on strong business practices; collaborating and supporting Links to Quality participants by providing technical assistance, referrals and collaboration with peer networks and a cadre of established coaches, and technical assistance providers to support child care professionals.

Status: Non-exempt

Salary Range: \$40,000 to \$50,000

Duties and Responsibilities

Program Administration:

- Promotes and supports the early childhood care and education workforce in Kansas.
- Provides consultation and technical assistance to early childhood care and education professionals working on professional growth, which will include progression within the L2Q - QRIS.
- Assists with the development of benchmarks and indicators that make up the Links in the L2Q - QRIS or financial incentive requirements
- Stays current on research, practice and policy
- Research grant opportunities with government agencies and various community entities
- Demonstrates flexibility in hours and days of service (i.e., offer nontraditional days and hours)
- Demonstrates effective outreach methods to meet the needs of the child care workforce in Kansas
- Promotes public awareness of opportunities available through multiple media methods
- Assists with a resource library for early childhood care and education programs to assist in the continuous quality improvement process.
- Works with a high level of communication and in cooperation with other consultation services
- Collaborates with other agencies and organizations who provide training and/or technical assistance to improve their own practices and skills

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

- Completes annual professional development to keep current with best practice and research in the field of early childhood development.

- Attend various reoccurring Child Care Aware of Kansas team meetings
- Participates in Child Care Aware of Kansas meetings/conferences.

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

- Complete required Child Care Aware of Kansas employee reports and duties in accordance with organizational policies, including but not limited to:
 - Monthly credit card report, timesheet, car maintenance report, and employee expense report, etc.

Education:

- As a minimum, an associate degree with five (5) years’ experience in Early Childhood or a related field or a bachelor’s degree with two (2) years’ experience in Early Childhood or a related field.

Experience:

- Content Knowledge: An understanding of cross sector program indicators and requirements.
- Planning Expertise: Ability to develop a logical, sound plan that adequately and efficiently addresses program and provider needs and meets DCF’s expectations.
- Process Expertise: Ability to plan, coordinate, conduct and facilitate in-person and virtual meetings and webinars and use technology appropriately.
- Topical Expertise: Knowledge of Links to Quality content, the ability to interpret and provide TA to support Quality Improvement Plan activities.
- Collaboration Expertise: Ability to identify provider needs and assist the participant in setting goals and accessing the best community and/or State resource to meet these needs/goals.
- Experience in nonprofit environment 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.
- Proficient using Microsoft Word, Excel, and virtual tools to conduct meetings.
- Ability to work independently in a fast-paced environment.
- Ability to complete projects in a timely manner and to multi-task.
- Ability to work with groups and individuals to self- assess and set and achieve goals.
- A passion for increasing the quality of care for children and their families.

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.

- Successfully pass comprehensive background checks.

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.