

Position:	L2Q Consultant (Links to Quality)
Reports to:	Links to Quality Program Manager
Purpose of Position:	Delivers services that support Links to Quality participants to enhance their programs by focusing on achievements, reviews, and assessments of child care quality and provider-led professional goals. Consultants provide technical assistance, referrals, collaboration with peer networks and a cadre of established coaches/mentors/consultants.
Status:	Non-Exempt
Salary Range:	\$40,000 - \$50,000

Duties and Responsibilities

- Promotes and supports the early childhood care and education workforce in Kansas.
- Facilitates coaching and technical assistance in groups and/or one on one with early childhood care and education professionals working on program growth, which will include progression within the L2Q - QRIS.
- Phone, virtual, and onsite visits are provided on demand.
- Assists with the development of benchmarks and indicators that make up the Links within L2Q - QRIS and financial incentive requirements.
- Stays current on research, evidence-based practice and policy.
- Researches 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 enhance 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 consultants' practices and skills.
- Collects and submits required documentation and supporting data as required.
- Delivers or supports professional development when needed.

Education:

- 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; and
- 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 prioritize tasks and complete projects in a timely manner.
- Ability to work with groups and individuals to self-assess, and to set and achieve goals.
- A passion for increasing the quality of care for children and their families.
- A commitment to continual learning and professional development.

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.
- TB Skin Test Results, and Mandated Reporter Training.

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.