

# Child Care Aware® of Kansas

## Job Description

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**Position:** Child Care Health Consultant (Nurse)

**Reports to:** Senior Program Manager – Child Care Health Consultant Network

**Purpose of Position:** The Nurse Consultant works towards enhancing the child care provider experiences by providing health industry expertise and resources to help child care providers make fact-based decisions about health-related issues, as well as helping the Child Care Health Consultants be informed about healthcare standards. The Nurse Consultant collaborates with directors, teachers, and family child care providers and promotes best practices to ensure children’s safe and healthy development through consultation, technical assistance, and training. The Nurse Consultant provides leadership by completing a variety of tasks, including ensuring child care providers are prepared and able to respond to emergencies and mentoring opportunities within the Child Care Health Consultant Network

**Status:** Exempt

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

### Duties and Responsibilities

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

- Provides ongoing advice and consultation to the Child Care Health Consultation team about proper procedures, problem solving, and child safety from a health care professional perspective.
- 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 healthcare 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 and development,
  - Child abuse and violence prevention,
  - Oral health,
  - Maternal health, and
  - Access to special services and resources
- 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 (fellow 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. Supports and provides health and safety consultations as needed.
- 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.

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

- Provides education in healthcare practices and the prevention of illness to a variety of licensed child care programs.
- Increases partnerships by representing Child Care Aware of Kansas and Child Care Health Consultation to a variety of healthcare groups and entities, such as the Kansas State Nurses Association.

**Contributes to electronic communication regarding health & safety messaging including, but not limited to, email blasts, 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.
- Creates and maintains caseload folders for each child care provider on the consultant's caseload. Caseload folders are regularly audited for completion and accuracy.

**Delivers professional development events to child care providers as needed, including development of training materials.**

**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.
- 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.

**Maintains competency and professional currency through self-directed professional reading, developing professional contacts with colleagues, attending professional development courses, and attending training and/or courses required.**

**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.).**

- Child Care Health Consultant may assist with other CCAKS projects as needs arise.

**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.**

- Maintains caseload expectations through recruitment efforts, including but not limited to recruitment calls, marketing, community engagement events, etc.

### **Education:**

A Bachelor of Science in Nursing (BSN) or a minimum of an Associate Degree in Nursing (ADN) with 2 years work-related experience in nursing is required. Must be actively licensed as a Registered Nurse (RN) in the state of Kansas.

### **Experience:**

- Proficient using Word, Excel, Power Point, 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.
- Experience working in a school or child care setting preferred.
- Experience in pediatric or public health nursing 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.