United Way of Weld County
970-353-4300
www.UnitedWay-Weld.org

814 9th Street
Greeley, CO 80631

330 Park Avenue
Fort Lupton, CO 80621

PO Box 1944
Greeley, CO 80632

UNITED WAY POSITION DESCRIPTION

Child Care Specialist

ORGANIZATION OVERVIEW

Through the vision and support of United Way donors and volunteers, together we are building a better Weld County, one where:

- children are reading to learn by the start of fourth grade
- youth are working at good jobs by age 25
- families have stable housing
- older adults are aging well and
- people are connecting to the help they need.

OVERVIEW OF RESPONSIBLITIES

The Child Care Specialist supports the Child Care Coordinator and the work of the Children's Team. Specific responsibilities include; supporting individuals seeking a child care license, supporting existing child care programs with technical assistance to reach a rating of Level 2 in Colorado Shines, assist programs in sharing available child care openings with parents seeking care. The individual will be familiar with the licensing process and rules and regulations for family child care programs, the systems that support these programs such as the Colorado Child Care Assistance Program (CCCAP), the Professional Development Information System (PDIS), Colorado Shines (QRIS) and any other relevant policy and/or tracking system or database. The Child Care Specialist is an integral part of the children's team and will provide support and collaborate with other team members as well as other agency members as needed to support the missions related to Reading Great by 8 (RGby8) and United Way of Weld County (UWWC).

KEY RESPONSIBILITIES/ESSENTIAL FUNCTIONS

Supervision role

- None

Ensure the data for child care programs is kept up to date and that the collection of child care openings meet the standards established by the Department of Early Childhood by

- Supporting programs to keep information on child care openings up to date.

Contribute to the Children's Team data collection by tracking efforts to support programs seeking Level 2 in Colorado Shines as well as track other technical supports provided

- Keeping data related to programs which are being supported.
- Notice trends that can information Professional Development and/or otherwise inform the work of the team.
- This role collects and uses data to inform practices, inform the Children's Team and to be used for reports to funders related to the state of child care in Weld County.

Ensure the Onboarding to Licensure process for family child care home professionals by:

- Engaging with the Recruitment Coordinator to enhance recruitment efforts.

- Ensuring responsiveness to individuals inquiring about providing child care
- Tracking engagement individual progress in the licensing process
- Track trends, resources and other data related to increasing family child care in Weld County
- Develop and maintain relationships with local child care licensure staff.
- Provide monthly written updates on accomplishments and barriers for funders and UWWC.

Collaborate with other staff to identify opportunities to strengthen internal systems of support between and amongst roles in the agency as well as opportunities external to the agency.

- Attend internal meetings to share and learn information and/or request support.
- Participate in appropriate professional development for the position.
- Participate in on-going or ad-hoc committees to address issues related to early childhood and to support the professional development of professionals.

United Way of Weld County General

- Support and promote the mission, values, goals and objectives of United Way, including representing United Way in professional organizations and the community (as assigned).
- Support fundraising efforts of United Way and activities that support United Way.
- Support United Way annual events, disaster response, and other activities as assigned.
- Participate in staff meetings and in service opportunities.
- Contribute to organizational promotions including writing promotional copy, proofreading informational and campaign materials, participation in outreach, etc.
- Other duties as assigned.

EDUCATION/EXPERIENCE REQUIREMENTS

- Associates degree or a minimum of two years of professional experience, preferred.
- Early care and education experience and/or familiar with child care licensure experience/process, preferred.
- Strong level of comfort with technology, MS Office including Outlook, Excel, and word, One Drive, Google Documents, Zoom, Teams, Etc.
- Ability to support adults lacking technology skills with technological tasks in person, on the phone /virtually as well as via written communication.
- Strong interpersonal and communication skills.
- Ability to work independently.
- Detailed oriented with the ability to connect work to the big picture.
- Organizational skills to accomplish variety of tasks and track accomplishments.
- Ability to work effectively with groups and individuals that represent a variety of needs, abilities, socioeconomic backgrounds, educational and early childhood philosophies.
- Willingness to work collaboratively with other employees and supervisors.
- Bi-lingual preferred.

OTHER DUTIES

- Ability to adapt to a changing landscape where Federal and State Investments heavily influence the work and efforts of the Children's Team and RGby8 Initiatives.
- Prior use of databases including Customer Relation Management systems a plus, will train.

- Ability to navigate and learn new information systems.
- Advertising and marketing experience, including online and social media, helpful.
- Availability to work normal office hours as well as occasional evenings and weekends.

UNITED WAY WORLDWIDE CORE COMPETENCIES FOR ALL STAFF

- Mission-Focused: Catalyze others' commitment to mission to create real social change that leads to better lives and healthier communities. This drives their performance and professional motivations.
- Relationship-Oriented: Understands that people come before process and is astute in cultivating and managing relationships toward a common goal.
- Collaborator: Understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
- Results-Driven: Dedicated to shared and measurable goals for the common good; creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.
- Brand Steward: Steward of the brand and understands his/her role in growing and protecting the reputation and results of the greater network.

POSITION STATUS

- Full-time, non-exempt
- Background check required
- Salary Range: 15.86 – 16.82 per hour

BENEFITS

- Insurance options include voluntary medical, dental, vision, and supplemental insurance, as well as automatic life insurance, and an available FSA plan.
- The leave plan includes vacation, sick, parental leave, short-term disability, and several paid holidays.
- The retirement plan is open to all employees after one year, and the employer contribution is determined by the Board of Directors.

EQUAL OPPORTUNITY EMPLOYMENT STATEMENT

United Way of Weld County is an Equal Opportunity Employer and conducts its recruitment and hiring based solely upon job-related qualifications, without regard to race, color, religion, age, sex, national origin, sexual orientation, disability or veteran status.

APPLICATION INSTRUCTIONS

Please visit our website at https://www.unitedway-weld.org/careers to view the full job description and application instructions.

Send resume and cover letter to Rebecca Rickers, Human Resource Manager, at rrickers@unitedway-weld.org. Review of applications will begin on (January 10, 2022) and will continue until position is filled.