

Child and Family Coordinator

North Central State College is accepting resumes for a full-time Child and Family Coordinator at the Child Development Center.

Essential duties/responsibilities include but are not limited to:

Health and Child Development Services

- Assume responsibility for quality program performance. Take initiative towards continuous quality improvement.
- Organize socialization activities twice a month in coordination with the family visitors.
- Assist in providing appropriate health services and child development information and referrals for staff, parents and collaborating agencies.
- Assist in supporting Early Head Start and Child Development Staff concerning issues of health, nutrition, mental health, and enrollment. This includes, but not limited to phone, e-mail, written reports, record keeping and tracking data.
- In collaboration with families, health providers, and staff, meet the recommendations for preventative health care for children enrolled birth – entry to kindergarten.
- Perform other related duties as assigned.

Family and Community Engagement

- Organize family involvement meetings monthly.
- Coordinate and participate in monthly Early Head Start Policy Council meetings.
- Coordinate and participate on the Health Services Advisory Committee.
- Participate in or coordinate the participation of a department staff member on the campus Safety Committee.
- In coordination with the Child Development Center and Early Head Start staff, successfully implement health, mental health, disabilities, and nutrition services as stated in the Parent, Family and Community Engagement Framework in program.
- Establish methods of communication with families to keep them engaged in health services.
- Network within the community to establish new partnerships with community based organizations.
- Perform other related duties as assigned.

Program Management and Compliance

- Assist with developing and maintaining written policies and procedures that are in compliance with the Ohio Department of Job and Family Services regulations, Step Up To Quality (SUTQ), Head Start Performance Standards, and National Association for the Education of Young Children (NAEYC) Accreditation Standards.
- Work as a team to maintain inspections, evaluations, on-site reviews and Accreditation status.
- Collaborate with the Child Development Center and Early Head Start team in developing plans for activities and strategize on program development and implementation.
- Work in collaboration with clerical and data tracking staff to insure that Child Development services are tracked and accounted for.
- Attend regular meetings, trainings, and professional development activities as needed.
- Assesses the implementation of the agency's work plan to insure the program/content goals and objectives are met.
- Analyze community assessment information and facilitate planning efforts to determine design options, recruitment efforts and enrollment guidelines for center-based child care.
- Provide input and solutions to develop and or revise the programs ERSEA systems and policies and procedures.
- Evaluate, design, and monitor systems to process enrollment applications.
- Oversee processing applications for accuracy and timelines.
- Prepare and distribute timely reports and tracking updates.
- Maintain systems, database, files, etc. ensuring security of data.
- Perform other related duties as assigned

REQUIRED QUALIFICATIONS:

- **Education:** Bachelor's degree or an advanced degree in early childhood education.
- **Experience:** Minimum 2 years' work experience providing care and/or understanding of health practices of young children and their families.

Please express your interest in this position by submitting a letter of application and resume to:

www.ncstatecollege.edu, Click on *Jobs* then jobs@ncstatecollege.edu

or send to

NORTH CENTRAL STATE COLLEGE
Attention: Human Resources
2441 Kenwood Circle, Mansfield, OH 44906

Resumes will be reviewed beginning 9/26/19 and until filled.