360 Communities
POSITION DESCRIPTION
POSITION TITLE: Child Care Aware Specialist

POSITION PURPOSE:
The principal purpose of this position is to provide Child Care Aware services for Dakota County Licensed Early Childhood Programs in the promotion and implementation of Parent Aware.

The Child Care Aware Specialist works under the direction of the Child Care Aware Coordinator.

PRINCIPAL ACCOUNTABILITIES AND PERFORMANCE STANDARDS:
To do this job successfully, an individual must be able to perform each essential duty listed below satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Demonstrate commitment to the agency’s mission statement and core values at all times.
2. Follow all mandated reporting laws for child abuse and neglect.
3. Promote Parent Aware Quality Rating and Improvement System by disseminating information to Early Childhood Programs, parents and community members in Dakota County using standardized tools.
4. Recruit Early Childhood programs to participate in the Parent Aware program.
5. Provide quality coaching and technical assistance services using the Parent Aware-Building Quality Coaching/Advising process to licensed Early Childhood programs in Dakota County to help them achieve a star rating.
6. Attends District, State and other Child Care Aware meetings/trainings and all 360 Communities meetings as directed by supervisor.
7. Completes and maintains accurate paperwork and tools to help monitor progress and measure outcomes as needed for statistical and reporting purposes.
8. Attends all training sessions as needed or as directed by supervisor.

EDUCATION AND/OR EXPERIENCE:
1. BA/BS degree in Early Childhood, Child Development, Parent Education, or a related field or 3-5 years experience in the early childhood industry can be substituted for a non-related degree.
2. Must be self directed, with demonstrated ability to work independently, motivated and demonstrate professional decision making abilities which are in conjunction with the agency's philosophy.
3. Demonstrated ability to relate to and work with diverse populations as stated in the agency’s Commitment to Service Statement.
4. Must have excellent written and oral communication skills.
5. Must have excellent organizational skills.
6. Work cooperatively as a team member with other staff to create a supportive nonjudgmental and professional work environment at all times.
CERTIFICATES, LICENSES, REGISTRATIONS:  
1. Must have a valid driver’s license, and acceptable driving record, current vehicle insurance and own transportation.

OTHER SKILL, KNOWLEDGE AND ABILITIES:  
1. Philosophical approach consistent with that of the mission statement of 360 Communities.  
2. Demonstrated ability to model and work within agency designated core values. Core values include:  
   - long term benefits to people and community – by providing solution based problem solving.  
   - mutual respect – we practice respect for ourselves and others in all interactions.  
   - effective decision making - providing innovative and effective solutions.  
   - community leaders – providing leadership through awareness, involvement, partnering and service.  
   - personal responsibility – encourage accountability for those we serve and ourselves.  
   - action oriented – efficiently identify and address issues and opportunities.  
   - stewardship – carry out the mission of 360 Communities in a fiscally responsible manner.  
3. Demonstrated ability to negotiate, compromise and confront conflict.  
4. Ability to maintain confidentiality, understand and comply with professional ethics and standards of practice.  
5. Demonstrated ability to organize work and to work independently with minimal direction.  
6. Ability to work as a team member.  
7. Ability to use personal computer and standard business software with minimal instruction.  
8. Ability to keep accurate and complete work records.  
9. Perform other duties and assume other responsibilities, as the need is apparent or as requested or delegated.  

PHYSICAL DEMANDS:  
While performing the duties of this job, the employee is regularly required to walk, run, sit, stand, climb stairs, bend, kneel, use hands to write, use computers and lift up to twenty-five pounds.

WORK ENVIRONMENT:  
This is a non-exempt hourly wage position. The position is for 20 hours per week and requires the ability to work a flexible schedule and may include some evening or weekend hours and some out of town travel. The work of this position will be based out of the Administrative offices in Burnsville, people’s homes as well as other agency sites as needed.