



CIS Specialized Child Care Coordinator and Prevention Advocate

Position Classification: Full-time, 40 hours/week, non-exempt

Supervised by: Program Manager, Kingdom Child Care Connection

Salary Range: \$19-21/ hour

The CIS Specialized Child Care Coordinator and Prevention Advocate will join Umbrella's dynamic and mission-driven team to support the well-being of children and families in Orleans and N. Essex counties. This role will blend work within our Kingdom Child Care Connection and Advocacy programs. Part of the role will be to increase the capacity of specialized child care providers to improve the quality and, increase the placement stability and inclusion for children with identified specialized needs in their child care setting. In addition, the role will be instrumental in delivering primary prevention programs related to domestic and sexual violence targeting children ages 0-13 as well as their caregivers in schools, child-care centers and other relevant locations.

CIS Specialized Child Care Coordinator

A CIS Child Care Coordinator is responsible for providing case management in a collaborative team environment, which includes the childcare provider and the family/foster family or primary care provider and any other relevant service provider. Families accessing specialized childcare are eligible with an identified service need in:

- Protective Services Childcare- for children and families working with DCF Family Services Division,
- Family Support – for families experiencing significant short-term stresses and
- Children with Special Health Needs- for families with children with a physical, behavioral or developmental need.

The CIS Childcare Coordinator works to increase the capacity of specialized child care providers to improve the quality, increase the placement stability and inclusion for children with identified specialized needs.

Specific duties include:

Regional CIS team

- Participate in the regional CIS multi-disciplinary team, and directly responsible for serving as the primary service coordinator for families whose primary CIS service need is specialized childcare.

- Provide expertise to the CIS team, Family Services Division and other community partners on Specialized Child Care policies, practices and procedures to support families and children with identified specialized needs.
- Collect and report on data that relates to children enrolled in specialized child, which includes but is not limited to on-site visits to specialized child care providers, meetings with families, service providers and social workers around the coordinators and case management of identified children assessing specialized child care.
- Communicate and collaborate regularly with your Community Child Care Support Agency staff to support families.
- Provide information and technical assistance to CIS service providers who are working with a child and Child Care Program to complete Special Accommodation Grants.
- Lead and facilitate the review of Family Support Child Care Financial Assistance applications using the CIS intake and referral team to score and make a unified decision. The C3' are responsible for communicating this information to the family verbally and in writing.

Work with families

- Assist families in navigating the Child Care Financial Assistance Program and identifying and enrolling with a specialized child care provider that is the best match for their child and family.
- Process enrollment in BFIS (Bright Futures Information System) for children/families receiving a Financial Assistance Program benefit for a specialized service need in accordance with all Child Care Financial Assistance Program regulations, policies, documentation, and timelines.
- Provide case management to families who only receive child care as their primary CIS service.

Work with Family Services Division (FSD)

- Assist FSD social workers and families with a Protective Services service need in identifying a specialized child care provider that is a good match for a child and family's needs and resources
- Facilitate the process of working with child care providers to complete the Part 3 Specialized Child Care and Provisional Agreement when a Protective Services child is placed with a non-specialized child care provider
- Provide in-person orientation to new DCF Family Services Division staff
- Assure an on-going working relationship with the DCF Family Services district office, including a regular scheduled time to be in the FSD office at a minimum one day per week.
- Coordinate and support the enrollment of children with protective services needs through ongoing communication with child care provider, Family Services Division and caregivers.

SCC provider access and supply

- Increase the supply of specialized child care by recruiting high quality providers interested in becoming a specialized child care program; through outreach, visits and collaborative work with other entities working with child care programs.
- Provide on-site visits to review Specialized Child Care Part 3 and Provisional Part 3 Agreement (which includes the on-site checklist) with the Child Care Director prior to sending documentation to CDD for final review and approval of SCC status.

- Provide technical assistance to child care providers to support the successful enrollment and healthy development of children with specialized needs.
- Work with the provider to identify resources and supports necessary to improve program quality.
- Provide technical assistance to providers applying for Special Accommodation Grants.

Transportation

- Administer transportation per the CCFAP Transportation Policy.
- Assist families and coordinate transportation for children who meet the necessary requirements and eligibility under specialized child care and the CCFAP regulations.
- Enter authorized transportation certificates into BFIS for authorized children. Update and close transportation authorizations in BFIS frequently. Provide notes in BFIS to document changes in schedules as needed.
- Coordinate with CDD approved transportation providers to ensure transportation is available and provided to eligible families.

Prevention Advocate

Specific duties include:

Prevention Activities

- Implement promotion of healthy relationships and sexual assault prevention programs children 0-13 and their caregivers.
- Support team to execute prevention marketing campaigns using media, events and literature.
- Offer programming to target population to address risk and protective factors.
- Act as education resource for agency and community. Collaborate with and provide consultation to other agencies and professional groups in identifying and meeting health and social needs of communities

Evaluation

- Help to develop evaluation systems for prevention based programming.
- Conduct evaluations of activity/event to ascertain the impact.
- Contribute to the preparation of all required grant reports and evaluation data.

Other

- Attend program/staff meetings and meetings with grant partners and state network as requested or required by funders
- Satisfactorily complete required trainings and ongoing professional development opportunities including 20 hours of training to obtain Crisis Worker Privilege.
- Assist with a variety of administrative projects, research new services, coordinate records and documentation as requested.

Qualifications:

- Bachelor's degree from an accredited college or university with major work in social work, psychology, health, child development, and/or special education, and with a minimum two years of social work or related experience in human service field preferred.
- Persons with degrees in related education/human services fields must have a minimum of four years of social work or related experience in a human services field serving young children and their families.
 - Experience working with young children & families experiencing specialized needs or risk factors through Head Start, Part C or Part B programs, or other high quality early care and education settings preferred;
 - Experience providing professional development, technical assistance, coaching and/or mentoring, and consultation to staff working with young children and families' a plus.
- Minimum of two years' experience in the field of domestic/sexual violence, education, prevention, or closely related work.

Preferred Knowledge and Experience:

- Knowledge of local and state resources
- Understanding of child development and the impact of trauma
- Knowledge of child care licensing/regulatory system and financial assistance program;
- Ability to work effectively with individuals and families in helping them develop clear, measurable goals
- Ability to plan and organize work;
- Ability to read and interpret laws, policies and regulations;
- Knowledge of Vermont's child care professional development system and child care quality rating system: the Step Ahead Recognition System (STARS)
- Ability to communicate and establish effective working relationships with families, other community professionals, technical staff, social and community agencies and the public at large;
- Ability to be flexible and to work autonomously;
- Ability to mentor, coach, train, and consult with and to others;
- Ability to prepare reports and maintain records;
- Understanding of sexual violence as one form of oppression and awareness of connections between sexism, racism, classism, homophobia, heterosexism and ableism to violence.
- Strong and proven workshop facilitation skills
- Strong oral and written communication skills
- Ability to utilize PC software particularly in Windows, Microsoft Word, Excel and BFIS

To Apply:

Please send your resume and cover letter to cathy@umbrellanek.org by 1/27/22.

Diversity Statement: In principle and in practice, Umbrella values and seeks a diverse organization. There shall be no barriers to full participation in this organization on the basis of gender, age, health status, physical, mental or emotional ability, sexual orientation/identity, gender identity/expression,

socio-economic status, race, national origin, parental responsibility, language, immigration status, or religious or political affiliation

About Umbrella: Umbrella's mission is to cultivate a Northeast Kingdom where all people thrive free from abuse and oppression.