



## **Job Announcement – Family Child Care Coordinator**

### **General Summary:**

Under the direct supervision of the Assistant Division Director/Programs Director, the Family Child Care Coordinator will be responsible for monitoring the Family Child Care Home Education Network (FCCHEN) Provider homes as well as IILA Centers to ensure compliance in program requirements set forth by the California Department of Education.

### **Essential Functions:**

Within a teamwork environment, the essential functions of the job include the following responsibilities:

- Responsible for maintaining current knowledge of Family Child Care Home Education Network (FCCHEN), Child and Adult Care Food Program (CACFP) and U.S. Department of Agriculture (USDA) guidelines to ensure contract compliance.
- Evaluate, select and monitor provider homes for IILA Family Child Care Home Education Network (FCCHEN).
- Assist with the placement of eligible children in Family Child Care providers' homes.
- Plan and/or conduct workshops/trainings for FCCHEN providers, participants and/or IILA Staff related but not limited to early childhood education and nutrition topics.
- Prepare and submit internal and/or contractually required reports in an accurate and timely manner.
- Attend conferences, workshops and meetings assigned by the Assistant Division Director
- Maintain complete, accurate and organized provider files.
- Monitor FCCHEN providers and IILA Sites on a regular basis and provide technical assistance to ensure program compliance.
- Assess children's development by using the Desired Results Developmental Profile (DRDP) assessment tool and initiate referrals for children with Special needs to proper entities, as appropriate and Conduct Parent Conferences.
- Evaluate homes for quality assurance by using the "Family Day Care Rating Scale" (FDCRS) tool.
- Assist with conflict resolution between parents and home care providers.
- Monitor IILA Centers to ensure meal service times comply with CACFP guidelines and provide educational information around nutrition.
- Assist with all Child Development programs as requested by the Assistant Division Director.
- Represent the agency in the community and with other agencies.
- Work collaborative with our local resource and referral agencies to provide additional technical support for providers.
- Perform other duties as assigned.

## Job Requirements:

- Bachelor's degree in Child Development or related field (preferred) or an Associate degree with two years of experience working with State funded programs.
- Must possess excellent written and oral communication skills in English and Chinese(Mandarin).
- Must have the ability to supervise the children's environment and have the ability to respond to practices or situations that endanger the health or safety of the children.
- Must have own transportation, a valid California Driver's license and proof of current automobile insurance.
- Must provide proof of current immunizations (TB clearance, MMR, TDAP, and Influenza).
- Proficient computer skills using Microsoft Office suite and the Internet also required.
- Criminal Record Background Check Clearance is required prior to employment.
- Must complete and pass a health screening or provide proof of prior health screen within the past 12 months that contains all required information.
- First Aid/CPR Certification and **Mandated Reporter Training** is required within the first 60 days of employment.

## Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job:

- Intermittent or continuous sitting, walking, standing, bending, squatting, climbing, kneeling and twisting.
- Daily typing and use of computer for a minimum of four to eight hours per day.
- Must be able to grasp, push, pull objects such as files, file cabinet drawers and reach overhead.
- Must be able to lift up to 20 LBS.

## Salary Range:

There are three steps in this salary range from **\$18/hour-\$24.00/hour**. The initial salary starts at Step 1.

## Benefits Package:

We offer an excellent benefit package, which includes Medical, Dental, Vision, Life and AD&D insurance options along with a generous Paid Time Off program, 10 Paid Holidays and a 401 (k) retirement plan with a generous Safe Harbor Match.

## Application Information:

International Institute of Los Angeles (IILA) is an equal opportunity employer. All applicants are required to complete an IILA employment application found on our web site at [www.iilosangeles.org](http://www.iilosangeles.org)

### **Please send your resume and completed application to:**

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