



Child Care Registration Supervisor

Child Care Resource Network is a not-for-profit agency that brings together parents, child care providers, community members, business, and the government to develop and support accessible and affordable quality early care and education for families and children in Buffalo and Erie County. We are looking for a Child Care Registration Supervisor. Under the direction of the Director of Child Care Registration, the Child Care Registration Supervisor is responsible for assisting the director in implementing the registration process for Family Child Care and School Age Child Care programs in Erie County, working under the auspices of the NYS Office of Children & Family Services (NYS OCFS). Responsibilities also include staff supervision.

Essential Duties and Responsibilities

1. Assist the Director of Child Care Registration in planning and implementing registration policies and procedures.
2. Supervise all duties and responsibilities of the Child Care Registration and Child Care Registration Investigation Specialists to ensure all contractual agreements are met.
3. Train new staff.
4. Conduct annual performance appraisals on reporting staff.
5. Serve as a liaison to the Buffalo Regional Office (BRO).
6. Maintain working knowledge of:
 - NYS OCFS Regulations for FDC and SACC
 - The Child Care Facility System (CCFS).
7. Provide registration assistance and support to potential and registered Family Child Care and School Age Child Care programs.
8. Maintain accurate, ongoing, positive communication with family child care and school-age child care providers and prospective providers regarding the regulatory process.
9. Respond to parent inquiries regarding complaint and violation histories of registered family child care and school-age child care programs.
10. Process fingerprint waivers for staff, family members and volunteers who have regular contact with children in registered Family Child Care and School Age programs.
11. Make informational and educational presentations to parent, provider and community groups.
12. Attend various local, regional and state committees as assigned.
13. Serve as a member of the Child Care Resource Network Team and attend meetings and training as required.
14. Carry out other duties as needed with the understanding that responsibilities and tasks may be modified or expanded over time.

Supervisory Responsibilities:

Responsible for supervision of assigned Child Care Registration and Child Care Registration Investigation Specialists. Supervision of staff is compliant

with legal requirements and includes regular supervision meetings, goal setting, evaluation, coaching and support of staff.

Job Requirements:

1. Bachelor's Degree in Early Childhood, Human Services, related field or four years of relevant experience
2. Three years experience working with young children, child care program management, and/or program assessment.
3. Two years experience in staff supervision.
4. Working knowledge of the OCFS Regulations for FDC and/or SACC.
5. Working knowledge of computers and computer software including MicroSoft Office.
6. Ability to prioritize and pay attention to detail and effectively handle multiple tasks and projects.
7. Effective oral and written communication skills, including the ability to present information to large groups.
8. Excellent human relation skills as well as the ability to communicate, orally and in writing, with a wide range of people including the current predominant linguistic, racial and ethnic populations of Erie County.
9. Willingness to travel in Erie County.
10. Valid NYS Driver's License and a vehicle with current registration and insurance.

Physical Demands:

1. Can regularly do repetitive tasks such as keyboarding and mouse operation.
2. Able to lift 25 lbs.
3. Able to go up and down stairs.

To apply submit resume and salary requirements to Renée Gietz, Director of Operations, Child Care Resource Network, 1000 Hertel Ave., Buffalo, NY 14216 or rgietz@wnychildren.org by October 30, 2011. All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability, familial, or marital status.