

## **Child Care Resource & Referral Consultant**

Smart Start of NHC is seeking an early education professional (consultant) to work with SSNHC Child Care Resource and Referral and/or other funded projects to serve children and families by providing technical assistance, training, and/or services to the child care community, families, and child care grant or incentive recipients. This work includes, but is not limited to, the development of technical assistance plans, training or workshop presentations, the provision of ongoing consultation and support to child care providers, and involvement, as appropriate, in community activities related to early care and education.

### **Essential Duties:**

- Perform a broad range of duties to develop or enhance Smart Start's mission and relationships in the community;
- Provide intensive, on-site support services to early childhood educators to promote high-quality services, which may include teaching strategies, classroom arrangement, review of personnel policies and parent handbooks, licensure status review and application assistance, and assistance in the development of professional portfolios;
- Administer practice assessments using the Environment Rating Scale and other appropriate tools;
- Serve as a liaison with the Division of Child Development and Early Education, Environmental Health, and the North Carolina Rated License Assessment Project to facilitate the child care facilities understanding of rules and standards;
- Respond to and/or research data related to customer's request for information or services, making referrals and preparing follow-up information in a timely manner;
- Maintain database and/or documentation of services provided ensuring confidentiality when necessary;
- Research, develop and implement trainings for early educators;
- Participate in community collaboratives;
- Perform other duties as assigned.

### **Position Details:**

- Full-time/12 month
- M-F 8am-5pm with some nights and weekends required (with schedule flexibility)
- Salary dependent upon experience
- Benefits: health, dental, 401k, paid time off

**Education:** Bachelor's Degree in Early Childhood or closely related required. Minimum requirement of at least 18 credit hours in early childhood education.

**Experience:** Minimum of three years experience in a child care/early education setting. Experience as administrator and adult education a plus. Training in and/or knowledge of Environment Rating Scales, CLASS®, and NC DCDEE Licensing highly desirable.

Please email a cover letter and resume to Mindy Davis at [mindy.davis@newhanoverkids.org](mailto:mindy.davis@newhanoverkids.org)