



## Child Care Consultant

Job Description

(Grade 13)

Department: Iowa Child Care Resource and Referral

Supervisor's Title: Child Care Consultant Supervisor

1. General Purpose of the Job: To improve the quality of care by providing training, consultation, and technical assistance to child care centers and child care homes.
2. Minimum Level of Education/Experience Required: Bachelor's degree in early childhood or elementary education with an early childhood endorsement, or closely related field. The ability to speak Spanish, or a language other than English, is a plus.
3. License or Certificate Required:
  - A. Valid Iowa or Illinois driver's license
  - B. Proof of current automobile insurance
4. Primary Duties and Responsibilities:
  - A. Promote all Child Care Resource and Referral services
  - B. Utilize data tracking systems and other reporting tools to support data collection and complete required reports
  - C. Complete two hours of child abuse training within 30 days of hire and every 5 years thereafter.
  - D. Attend "I-Consult" training within 6 months of employment and attain and maintain "I-Consult" credential
  - E. Provide both onsite and off-site training Technical Assistance (TA), Coaching, and Consultation services to child care providers in the region, placing emphasis on on-site Coaching and Consultation
  - F. Assist and support providers to achieve and maintain satisfactory regulatory status
  - G. Encourage higher quality attainment for child care programs through participation in quality initiatives, such as QRS/QRIS and ChildNet Certification
  - H. Consult with child care providers to develop and implement professional development plans, including CDA credential and college education
  - I. Implement and use an evidence based Coaching model to coordinate with training series curriculum, as applicable
  - J. Promote the advantage of becoming a registered provider and assist with maintaining provider base
  - K. Consult with child care providers to improve quality of child care based on Environment Rating Scales (ERS) assessment results as requested by provider
  - L. Collaborate with the Agency in performing an initial assessment of regional child care needs following a disaster in accordance with the state plan
  - M. Participate in mentoring process of other consultants in service delivery area to provide support and assistance
  - N. Participate, as requested, in local and statewide trainings and meetings

5. Physical Demands:

A. Approximate amount of on-the-job work time spent in the following activities:

	Rarely or Never	Up to 1/3	1/3 to 2/3	2/3 and More
Stand			X	
Walk			X	
Sit				X
Use hands to finger, handle, or touch				X
Reach above shoulders	X			
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk or hear				X
Taste or smell	X			
Use foot/feet to operate machinery	X			

B. Approximate amount of force to be exerted or weight lifted:

	Rarely or Never	Up to 1/3	1/3 to 2/3	2/3 and More
Up to 10 Pounds			X	
Up to 25 Pounds		X		
Up to 50 Pounds	X			
Up to 100 Pounds	X			
More than 100 Pounds	X			

Describe the specific job duties that require the physical demands selected above:

Filing, computer usage, phone usage, travel within assigned area, delivering boxes of supplies/materials to providers

6. Tools/Equipment Used:

	Rarely or Never	Up to 1/3	1/3 to 2/3	2/3 and More
Office Equipment				X
Computer				X
Motor Vehicle Operation				X

7. Work Environment:

A. Approximate amount of exposure to the following environmental conditions:

	Rarely or Never	Up to 1/3	1/3 to 2/3	2/3 and More
Wet/humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Risk of electrical shock	X			
Vibration	X			
Work/job related travel				X

B. Amount of noise typical for the work environment for this job: Moderate levels of noise, typical to office environment and outside travel.

C. Describe the specific job duties that are affected by the environmental conditions selected above: Travel within assigned area and to periodic state meetings.

8. Protective Clothing/Equipment Required:

Not applicable

9. Supervisory Responsibilities: None

*This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Job Description Last Reviewed: 03/12/19 By: BW