



## Child Care Consultant

**Department:** Iowa Child Care Resource and Referral

Pay Grade: 22

**Supervisor's Title:** Child Care Consultant Supervisor

**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.

**Minimum Level of Education/Experience Required:** Bachelor's degree in early childhood or elementary education with an early childhood endorsement, Child and Family Services, Psychology, Social Work or closely related field. The ability to speak Spanish, or a language other than English, is a plus.

**License or Certificate Required:** In addition to the above requirements, must have a valid Iowa or Illinois Driver's license and proof of automobile insurance.

**Supervisory Responsibility:** None

**Eligible for Telecommuting:** Yes

**Schedule:** Flexible

### 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

<b>Physical Demands</b>	Rarely or never	Up to 1/3 of the time	1/3 to 2/3 of the time	2/3 of the time+
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			
Lift up to 10 Pounds		X		
Lift up to 25 Pounds	X			
Lift up to 50 Pounds	X			
Lift up to 100 Pounds	X			
Lift More than 100 Pounds	X			
Use routine Office Equipment				X
Use computer				X
Use small kitchen appliances	X			
Motor vehicle operation				X
Work in wet/humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Work near fumes or airborne particles	X			
Work with toxic or caustic chemicals	X			
Work in outdoor weather conditions	X			
Work near risk of electrical shock	X			
Work with or near vibration	X			
Work/job related travel		X		
<b>Noise:</b> Moderate levels of noise typical to an office environment.				
<b>Protective Clothing/Equipment Required:</b> 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: 4/3/2020 By: RL