

Job Description: SEED Specialist
Focus: Resource & Referral
Department: Child Care Resource and Referral
Last Revised: 11/19

Definition

The Supporting Early Education and Development (SEED) Resource and Referral Specialist will provide child care referral and consultation services, recruitment and retention of license child care provider, and provider registration and support of family, friend & neighbor (FFN). Specialist may also have specific assignments related to NACCRRA functional core areas. This position requires an understanding of Early Childhood Education, licensing regulations, and work/life issues.

Supervision Exercised

None

Duties

- Provide child care referrals and/or enhanced referrals using database programs.
 - Assist families in their selection of child care by providing information on quality child care and referrals to licensed child care options that meet their individual needs. This includes daily care and respite care.
 - Register and support FFN and licensed providers to be successful on the child care subsidy program. This includes recruitment and retention activities.
 - Maintain provider files, input information in applicable data systems, generate reports, and carryout assigned activities.
 - Conduct Health and Safety inspections to licensed exempt providers in their homes and/or out of school sites.
 - Assist with the development and implementation of annual plans.
 - Uses identified tools and resources to serve parents whose first language is not English.
 - Participate in the development of consumer education materials, (newsletters, tip sheets, calendars, brochures, etc.).
 - Assist with needs assessments and surveys for data collection for planning of parent, provider and/or community business services and support.
 - Achieve an understanding of agency mission, strategic focus areas and overall goals and objectives. Contribute to the success of these areas.
 - Read, understand, and apply all agency and department policy and procedures set forth in both the Agency Handbook and SEED Program Manual.
 - May assist with guidance of interns and volunteers.
 - Perform other tasks as assigned.
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Entry Level Qualifications

Knowledge of:

- Early childhood education practices and principles that encompass different types of child care settings.

- Computer programs including Microsoft Word, Excel, Power Point, data base programs, etc., and the desire to learn new programs.
- Positive parenting concepts and work/life supports for families.
- Community services for families.
- Child care licensing requirements statewide.

Ability to:

- Communicate clearly and concisely both in writing and verbally.
- Be organized and use effective time management.
- Use outstanding customer service skills.
- Facilitate positive communication with customers.
- Work collaboratively with staff and community agencies.
- Work with adults of diverse backgrounds and beliefs and adapt service delivery accordingly.

Education or Work Experience Requirements

- Bachelor's degree in Early Education and Child Development preferred. Equivalent experience may be substituted for the degree.
- Bilingual (English/Spanish) preferred.

Special Requirements

- Travel to rural communities on a regular basis.
- Work requires some weekend and evening hours.
- Must be physically capable of performing all job duties. This may include lifting up to 40 lbs.; bending; standing; sitting; and walking up and down stairs (to conduct home visits); repetitive hand motion (completing forms and inputting data)
- Able to pass complete background check.
- Must have reliable transportation to and from work.
- Possess a valid Nevada Driver's License and proof of insurance if utilizing a personal vehicle for company business.
- Willing to obtain required medical screen and immunizations such as TB test, Hepatitis, etc.

Benefits

- Eligible to receive Cabinet benefits for full-time staff.

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