



Family Child Care Home Navigator

Job Title: Family Child Care Home Navigator

Reports to: HuLA Early Childhood Council Coordinator

Job Location: Huerfano and Las Animas County's, CO

Position Level: Program Coordinator, Fulltime (temporary), non-exempt or contract
This position is grant funded.

FTE: 1.0 FTE (40 hours/week). May require occasional evening and/or weekend hours.

Salary Range: \$36,400 - \$40,000 /(Medical/Dental and Vision, 401A)

This position is TERM-LIMITED through June 30,2023, with an option to extend depending on grant funding

Position Overview:

The Family Child Care Home Navigator will have a myriad of responsibilities related to increasing availability, quality, and accessibility of Family Child Care Homes (FCCH) in Huerfano and Las Animas Counties. The ideal candidate is passionate, self-motivated and can pivot between varying projects and work independently.

Essential Job Functions:

- Participate in cross-training in coaching approaches to technical assistance and support with other local consultative roles (i.e., EQ trainers, ECMH, etc.), if available in the community, and/or directly connecting with these other consultative roles to understand their offerings.
- Provide information on and connections to existing supports, including financial, professional development, shared services, child care management software, family child care home associations, and benefits opportunities.
- Provide technical assistance to new family child care home providers as they move through the licensing process in their community (including addressing zoning issues, business codes, etc.) and in accessing financial resources to begin their business (i.e., licensing incentives).
- Provide technical assistance to existing family child care home providers in completing applications for grants and other opportunities.
- Develop and share information with family child care home providers around legislative changes impacting their operations (i.e., New laws HB21-1222, SB21-077, SB21-199, HOA legislation, etc.).
- Connect family child care providers with quality improvement navigators and coaches within their service area to ensure family child care providers understand the Colorado Shines Quality Rating and Improvement System and can navigate the rating process and access quality improvement grants to support their continuous quality improvement goals.
- Assisting new and existing family child care providers to understand the Colorado Child Care Assistance Program (CCCAP) and supporting them as they obtain a fiscal agreement to enroll children participating in this program, in addition to facilitating relationships with the county human service departments.





Family Child Care Home Navigator

- Help new and existing family child care providers access important program benefits and consultative supports, such as the Child and Adult Care Food Program (CACFP), and consultative supports, including, but not limited to early childhood mental health consultation, child care health consultation, infant and toddler specialists, and coaching supports.
- Recruit new family child care home providers in their communities and connecting them with the licensing bonus program, if applicable.
- Act as a liaison to ensure family child care home providers are connected to the necessary resources needed to successfully operate their business.
- Complete required trainings and future opportunities.
- Participate in ongoing technical assistance and training opportunities, including around equity, diversity and inclusion, and a community of practice with other family child care home navigators, led by the Family Child Care Home Navigator Project Manager.
- Partner with Family, Friend, and Neighbor (FFN) caregivers in the Huerfano and Las Animas Counties.
- Collaborate with HULA Early Childhood Council and LAHCDHD staff.
- File management and clerical assignments to maintain program efficiency.
- Partners with other EC Council staff on child care provider engagement activities
- Assist as available with council sponsored workshops and events
- Attend required meetings
- Perform other job duties

Preferred Qualification Requirements:

- High computer and technology proficiency required with Microsoft Office applications, especially Word, Excel, and Outlook, as well as Google Drive and data systems
- Strong organizational and critical thinking skills.
- Highly effective written and verbal communication skills, including public speaking.
- Must have own transportation and current Colorado Driver's License and insurance.
- Experience in teaching, coaching or mentoring adults / early childhood care & education, recommended
- Use of software including Microsoft Office (Word, Excel, Power Point) and virtual communication tools (Email, Google Docs, Zoom, GoToMeeting, etc.)
- Colorado Coaching & Trainer Credential & EC Professional Credential (have or willing to obtain)
- Preferred: Associate degree in Early Childhood, Social Work, Psychology, or closely related area.
Substitution: A combination of education and related experience may be substituted for the associate degree on a year for year basis

In addition, the following are essential qualifications:

- Strong presentation, people skills, and ability to collaborate
- Decision making skills and the ability to lead and direct action





Family Child Care Home Navigator

- Demonstrated commitment and leadership ability to advance diversity and inclusion
- Ability to interact with diverse populations
- Excellent written and verbal communication skills
- Outreach and marketing skills
- Facilitation and coaching skills
- Outstanding organizational skills and mindfulness
- Ability to establish priorities and meet deadlines
- Assumes other tasks and projects as assigned
- Maintains confidentiality
- Advance computer technology and ability to use Microsoft Office applications (Word, Excel, Power point and Publisher). Experience with Google Applications and Drive
- Maintains overall good work attitude toward supervisor, co-workers, and clients
- Exhibits honesty in dealings with supervisor, co-workers, and clients
- Must be willing and able to attend program/activities in the evening and/or on weekends
- Must be willing and able to attend meetings and trainings as required, which can be located within the Huerfano & Las Animas Counties, the state of Colorado, and out of state.
- Follows the personnel policies of the Huerfano-Las Animas Counties Early Childhood Council and Las Animas- Huerfano Counties District Health Department.

Physical Requirements and Working Environment

- Must have a valid Driver's License and current vehicle insurance.
- This position requires driving, standing, sitting, bending, twisting, and lifting.
- The position requires the ability to communicate with others clearly and professionally.
- Requires sitting for extended durations and frequent use of a computer.
- The position requires interacting and interfacing with the public.
- Travel will be required with occasional overnight stays

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.