



Job Title	Manager of Child Care Health Services/CCHC		
Department:	Program Operations Department		
Reports To:	Chief Program Officer		
OT Status:	Exempt	Date Revised	7/30/21

POSITION SUMMARY

The Manager of Child Care Health Services will operate as the Child Care Health Consultant for Forsyth County and will supervise the Community Childcare Health Coordinator. This position is a community-based position that works with early care and education (childcare) administrators, operators, and early educators to ensure healthy and safe environments for children in childcare. CCHC's offer training and technical assistance through consultation and coaching.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Work collaboratively with early educators to assess, plan, implement, and evaluate strategies to achieve high quality, healthy and safe childcare environments.
- Provide direct supervision to the Community Childcare Health Coordinator also mentoring, encouraging, and motivating while providing guidance.
- Provide orientation to incoming CCHC staff.
- Assist in the management of the CCHC Budget during program implementation.
- Monitor and review documentation and reports completed by the CCH Coordinator.
- Guide early educators to meet childcare health and safety requirements and achieve best practice standards.
- Offer consultation based on quality improvement plans.
- Provide health and safety training to improve health knowledge and skills of early educators.
- Provide consultation and training for early educators to interpret and implement medical action plans for children with special health care needs.
- Act as a liaison with local health professionals and community service agencies by offering health education, community information, and referral resources to facilities and families.
- Advocate for young children by actively serving on and coordinating with local, regional, and statewide committees that support healthy growth and development of children.
- Establish and maintain on-going working relationships with other professionals offering technical assistance to early care and education settings.
- Participate in on-going professional development opportunities.
- Participate in webinars, regional meetings, and the annual CCHC conference.

PREFERRED SKILLS, KNOWLEDGE, ABILITIES:

- Work collaboratively with early educators to assess, plan, implement, and evaluate strategies to achieve high quality, healthy and safe childcare environments.
- Guide early educators to meet childcare health and safety requirements and achieve best practice standards.
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ADDITIONAL DUTIES:

- Identify people's capabilities, knowledge, skills, assets, and strengths and work to reinforce and build upon these foundations.
- Tailor consultation to help early educators meet the needs and goals of families.
- Elicit information and communicates clearly and concisely.
- Nurture new partners and maintain existing relationships.
- Be flexible in the delivery of training and technical assistance based on the availability of facility staff.
- Develop and maintain relationships with local and state early care and education technical assistance providers.
- Document on-going childcare assessment, quality improvement plans, consultation, and training.
- Complete and submit regular reports to funding and hiring agencies.
- Develop and distribute training materials and health and safety resources to facilities.
- Approve time worked and paid time off requests of the CCH Coordinator.
- Conduct probationary period, quarterly, and annual evaluation.
- Attend required meetings and trainings.
- Follow all SSFC policies and procedures.
- Perform other duties as assigned by supervisor.

EDUCATIONAL AND EXPERIENTIAL REQUIREMENTS:

- The CCHC is a registered nurse with a degree in nursing (ASN or BSN) or a health professional with a minimum of a bachelor's degree in health education or health related field. A qualified applicant should have experience in child health or community health and early care and education. Education and experience can be either:
 - A degree in nursing with experience in public health or pediatric nursing and licensure as a registered nurse (RN), OR
 - At least a bachelor's degree in health education or health related field (nutrition and physical activity, oral health, community, public health, etc.) with experience in health education. Certified Health Education Specialist (CHES) designation preferred.
- The health professional becomes a qualified CCHC upon successful completion of the NC Child Care Health Consultant Course and receipt of a certificate of qualification. The 14-week course is facilitated by the NC Child Care Health and Safety Resource Center: www.healthychildcare.unc.edu and includes web-based distance learning, one on-site training sessions in the Raleigh area, and a final project.

PHYSICAL DEMANDS:

- Work is usually sedentary, may require long periods of standing, walking and/or bending and some light lifting. The work is mostly performed in a secure office setting.
- Ability to lift and carry up to 25 lbs.
- Ability to walk, bend, stoop, stretch, squat, kneel, push, pull, and sit.
- Ability to travel to all centers and meeting/training locations.

WORK SCHEDULE:

- Monday – Friday, 8 hour/day schedule.
- Occasional work on weekends and evenings is required to provide training.
- Extensive county or regional travel is required.

DIRECT REPORTS:

- Community Childcare Health Coordinator

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the position. All employees may have other duties assigned at any time.

I have read and understand the Community Child Care Health Coordinator job description as described:

Employee's Name (print or type)

Employee's Signature

Date

Supervisor's Signature

Date

Description	DocuSigned by: <i>Louis Finney</i> 79CA9922D6C3420...
Approved by:	
Date approved:	8/3/2021 3:00 PM EDT
Reviewed:	DocuSigned by: <i>Joanna Brim</i> E9F9135F38F3451...