



Job Title: Health Educational Specialist
Department: FCC Network
Reports: Educational Director

Status: Full-time/ Non-Exempt
Schedule: M-F; 9:00 am-5:00 pm
Updated: 10/07/2026

Job Summary

The **Health Educational Specialist** supports Family Child Care Network (FCCN) providers in maintaining compliance with DOE, OCFS, DOHMH, and network requirements while promoting high-quality early childhood education practices. This role provides monitoring, coaching, training, curriculum support, and technical assistance to affiliated providers to enhance program quality and positive outcomes for children and families.

Key Responsibilities

- Conduct monitoring visits and provide coaching to ensure compliance with FCCN, DOE, OCFS, DOHMH, CACFP, and other program requirements.
- Support providers in implementing developmentally appropriate, play-based curriculum, child assessments, and lesson planning.
- Maintain accurate documentation, records, and follow-up actions in accordance with EFQ and program standards.
- Monitor regulatory updates and assist providers in maintaining licensing and compliance requirements.
- Build and maintain relationships with providers, families, community partners, and support service agencies.
- Develop and maintain community resource information and referral supports for providers and families.
- Assist with outreach, enrollment, database maintenance, and other administrative functions.
- Support the planning and delivery of trainings, workshops, professional learning opportunities, and network events.
- Collaborate with FCCN staff to coordinate services and support provider success.
- Participate in staff meetings, training sessions, and professional development activities.
- Perform other duties and special projects as assigned based on departmental and organizational needs.

Qualifications

- Bachelor's degree in Early Childhood Education, Infant/Toddler Studies, or a related field preferred; Associate Degree or Child Development Associate (CDA) credential required.
- Early childhood education experience required.
- Bilingual proficiency in English and Spanish required.
- Training in health, nutrition, and safety required.
- Experience in family child care and/or working with infants and toddlers preferred.
- Ability to travel throughout the Bronx as needed.
- Strong organizational, time management, and multitasking skills.
- Ability to work collaboratively in a team-oriented environment.
- Appreciation for and commitment to supporting the diverse needs of children, families, and providers.

**Salary**

Annually: **\$47,000.00**

This position is a full-time, exempt/non-exempt position (as applicable).

Work Arrangement

Hybrid work opportunity available based on departmental and organizational needs. On-site attendance may be required to support program operations, meetings, trainings, and other business requirements

Benefits

CHCF offers a comprehensive benefits package, including:

- *Medical, dental, and vision insurance (CHCF covers 80% of premiums)*
- *403(b) retirement plan with employer match*
- *Paid time off and paid holidays*
- *Employee assistance and wellness benefits*

Equal Opportunity Employer

CHCF is an equal opportunity employer and is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws.