



**CHCF**

The Committee for Hispanic Children and Families, Inc.

**Job Title:** Business Specialist

**Status:** Full-Time/ Non-Exempt

**Department:** Early Care and Education Institute

**Schedule:** 35 Hours/Week,

**Reports to:** Director of Early Care and Education Institute

Monday-Friday 9:00 am-5:00 pm

***\*Some weekends are required for training workshops as assigned***

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**Job Summary:**

The Business Specialist is the Family Child Care business content expert for the Early Care and Education Institute. The Business Specialist will develop and deliver targeted coaching and professional development to staff and providers around themes and topics specifically related to childcare programs' business needs. In addition, the Business Specialist will liaise with the ECEI Administrative team to establish and manage a caseload of providers toward individualized program improvement goals related to business management.

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**Duties/Responsibilities:**

*Relationship Building*

- Develops and maintains strong working relationships with each provider within individual caseload
- Explains and models the change process consistently.
- Works with providers to set shared goals for program quality improvement.

*Content Learning/Development*

- Bring some content knowledge/formal learning in at least one of ECEI's four content areas, with the goal of developing expertise in one content area and working knowledge in all four (through a combination of in-office learning and PD).
- Explains and models the change process consistently.
- Works with providers to set shared SMART goals for program quality improvement.
- Demonstrates a commitment to the concept of shared learning by using strategies that encourage shared decision-making, joint problem-solving, and partnership development.
- Models openness to learning and taking risks.
- Uses active listening and powerful questions to understand the provider's intent in the context of their values and goals, and to support provider's self-expression.

*Technical Assistance*

- Provides needed resources to programs within caseload (links, phone numbers, contact information for potential partners, information for additional training, etc.) in alignment with program's quality improvement goals.



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- Supports caseload programs with targeted on-the-spot solutions and support based on the program's needs..
- Refers caseload providers, if applicable, to needed services outside of CHCF.
- Takes provider appointments at CHCF central and satellite offices.

#### *Group Training and Facilitation*

- Facilitate training (X) times per fiscal year in accordance with (X) contract.

#### *Administration*

- Case management for all program providers in caseload—includes case notes, follow up, and progress monitoring for assigned group of FCC providers.
- Complete (X) number of health care plans a year in accordance with CCR&R contract.
- Resource management—contribute to an agency resource list for supporting services for providers.
- Participate in in-house professional development opportunities, keep certifications and credentials up to date.
- Participation in, and/or preparation for, ECEI events: Provider Resource Days and ECEI Annual Conference.
- CHCF inter-agency collaboration, as appropriate and needed.

#### *Disposition*

- Commitment to co-teaching and co-learning (learning and improvement as reciprocal processes).
- Believes that providers know what they need and are capable of achieving their goals and our role is to guide them to it.
- Commitment to CHCF values.
- Aligned professionally with the NYS Coach Competencies

#### **Required Skills/Abilities:**

- Must be Fluent in both English and Spanish.
- Excellent written and oral communication skills.
- Ability to prioritize, multi-task, and meet deadlines.
- Highly organized and detail-oriented.
- Strong problem-solving and critical-thinking skills.
- Comfortable working in a fast-paced environment, handling multiple projects, and interfacing with a diverse range of internal staff and external entities.
- Ability to prioritize tasks well in a high-paced and at times stressful environment.



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## **Education and Experience:**

- Minimum Bachelor's Degree and three years of relevant experience.
- Refer to Aspire education/professional experience ladder requirements (4B or above)
- Will complete Aspire credentialing process within 6 months of hire—strong preference given to those who come with valid Aspire credentials.

## **Physical Requirements:**

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

## **Salary:**

- \$60,000.00

*CHCF offers a comprehensive employee benefits package.*

*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.*