



**Job Title:** Monitoring Specialist

**Department:** FCC Network

**Reports to:** FCCN Director

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

**Schedule:** M-F; 9:00am-5:00pm

**Job Summary:**

The Committee for Hispanic Children and Families and the New York City Department of Education (DOE) view family childcare as a respected and valued profession within the early care and education system in New York City. We seek to support and enhance the existing strengths of family childcare as birth-4 programs that promote continuous and responsive relationships, strengthen early learning skills, build resilience, and lay the foundation for all future learning. The primary role of the Monitoring Specialist is to support all providers affiliated with CHCF's Family Child Care Network (FCCN) to be following all Network, agency, and OCFS/DOHMH regulations.

**Duties and Responsibilities:**

- Visit CHCF FCCN affiliated provider homes monthly utilizing the DOE monitoring form to ensure proper integration of all OCFS/DOHMH regulations.
- Follow-up regular monitoring visits with supportive strength-based coaching in line with the FCCN's coaching model, and corrective actions, as necessary.
- Keep internal and external systems up to date to control data in the area of health and safety.
- Document all visits and communication with affiliated providers in a timely manner and align with the Early Childhood Framework for Quality (EFQ).
- Regularly check the OCFS website for "Dear Provider" letters and other communications from NY State to stay knowledgeable about the license and registration requirements for all affiliated providers.
- Collect weekly attendance for each program and maintain organized files.
- Check the OCFS website to ensure all affiliated providers remain free from violations with DOHMH.
- Assist the FCCN Director with the recruitment and affiliation process for family childcare providers.
- Support the enrollment process of families including registration, intake, family assessment, and ongoing support to families.
- Work with the CHCF Family Workers to connect parents/caregivers to appropriate resources and make necessary referrals to community partners.
- Support the CHCF FCC Network team to create and update a Community Partner Resource Guide for all affiliated providers and families.
- Support the CHCF FCC Network team with the coordination and implementation of workshops, special events, and other Network activities.

**Additional Responsibilities:**

- Participate in FCC Network staff meetings to connect individual providers, families, and coordinate all services.
- Participate in Network staff for professional learning sessions delivered by the Department of Education.



- Assist in ongoing outreach, enrollment, and all other administrative tasks supporting all FCC affiliated providers.
- Support FCCN Director in updating family information in the Network database.
- Other tasks assigned by the supervisor.

**Qualifications and Skills:**

- Associate degree or Child Development Associate credential (required)
- Full professional fluency in English and Spanish (required)
- Training on nutrition, health, and safety (required)
- Experience working in family childcare and/or with infants and toddlers (preferred) • Willingness to travel within FCC Network catchment area (The Bronx)
- Time management skills are essential.
- Ability to multitask.
- Must be a team player.
- Appreciation for the unique needs of all providers and families.

*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.*