

VERMONT TECH

April 17, 2017

POSITION ANNOUNCEMENT

Position: **Project Manager /SWFI Grant / Childcare Community Specialist**
Full-time, Exempt, VSC Grade 14, VSC –UP PAT Bargaining Unit
Grant funded position through June 30, 2020

Location: Waterbury (some need for travel)

Compensation: Within the VSC Grade 14 salary range plus the VSC-UP benefits package.

Overview of Responsibilities: Consultative, administrative, and technical work at a professional level involving the development, management, and monitoring of community-based services for the Department for Children and Families and the participants of the Strengthening Working Families Initiative (SWFI) grant housed at Vermont Technical College's Continuing Education & Workforce Development Division (CEWD).

Responsible for coordinating, monitoring, and responding as needed to the childcare needs of the SWFI participants. Duties involve the development, administration, quality control, and evaluation of the assigned program. In addition, data and policy analysis, goal setting, implementation, monitoring and evaluation, technical assistance, coalition development, grant oversight and monitoring may be expected. Work is performed under the general supervision of Vermont Technical College with day-to-day oversight from Department for Children and Families department or division manager. This position will be located at the Waterbury State Office Complex and day-to-day duties will be performed at that site and within a team at the Department for Children and Families.

This is a grant funded position that is contingent upon continued funding. Funding is expected through June 30, 2020.

Examples of Work:

Serve as a point person for collecting, understanding and coordinating a system response to SWFI participant issues related to child care. Conducts outreach and prepares and conducts assessments of participant needs through a variety of data gathering techniques.

Oversees regional referral system and monitors participant use of the system and reports to the SWFI team.

Serve as a productive partner in the SWFI advisory board and participate in meetings to ensure that information is being collected and shared between groups and provided to SWFI participants.

Assist with the education of childcare community partners and regulated child care programs regarding the SWFI grant and its benefits to potential participants. Distribute marketing materials, attend information sessions, and assist with the recruitment of participants through partnerships with childcare community partners, regulated child care facilities, and other childcare community system partners.

This position must develop tools and a database to track and accomplish grant requirements and other data related to the childcare access and barriers of the SWFI participants.

Develops and/or utilizes existing materials that identify resources to help individuals participating in the SWFI training with their child care and transportation needs
Coordinate/Connect child care programs of SWFI participants with existing system supports to improve program quality including those offered by community partners.

Serve as a liaison to system committees, CDD and DCF to inform and support the development of systemic changes in response to identified barriers of SWFI participants including: recruitment of new regulated child care programs in VT, increasing the quality of child care programs in VT, increasing IT capacity, increasing programs offering non-traditional hours of child care service. (Or: Coordination and training work at a professional level for the DCF Child Development Division involving the development and implementation of programs to support participants of the SWFI training program.)

Lead and/or support systemic efforts to address recruitment of new regulated childcare programs in VT including:

Developing collaborations, materials and using a variety of delivery methods for information, including printed products, web based information, and presentation.

Develop relationships with Small Business Development Centers and work with them to offer trainings on opening and operating a child care center in Vermont through the Small Business Development Center or other similar organizations

Connect new child care programs with regional resources as needed for support, including promotion of the Vermont STARS program

Work with the Building Bright Futures Early Learning and Development Committee on developing programs offering non-traditional child care

Other duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge of human services programs, both public and private, focusing on children and families.
- Familiarity with the Vermont child care system including the Vermont Child Care Financial Assistance process and rules;
- Knowledge of the principles and practices of planning, organization and general program and grant administration;
- Knowledge of word-processing and spreadsheet software.
- Skill in presenting information to groups;

- Ability to work skillfully with a variety of issues and people including skill in handling complaints and challenges tactfully and thoroughly.
- Ability to develop and implement operating principles and procedures and evaluate their effectiveness.
- Ability to exercise judgment and discretion in applying and interpreting policies, rules, and regulations.
- Ability to plan, implement, and coordinate grant activities.
- Skill in managing work to achieve grant goals.
- Ability to conduct research and communicate effectively both orally and in writing.
- Ability to provide leadership within the framework of the four key practices of the Agency of Human Services: customer service, holistic service, strengths-based relationships and results orientation.

Education and Experience:

- Education: Bachelor's degree in human services or education field and 4-6 years of relevant experience.
- A valid Vermont driver's license is required.