

Registrar

Child Care Council of Suffolk, Inc.

Commack, NY

Other

Posted on November 18, 2021

Job Description

The Registrar is responsible for the case management of NYS registered Family Day Care and School Age Child Care programs in Suffolk County. This includes onsite inspections and monitoring, ensuring compliance with NYS regulations, collecting necessary documents and data management.

Responsibilities

Duties and responsibilities

- Conduct program site inspections of registered FDC and SACC, document and record results ensuring reports are prepared within time frames required by New York State Regulations and statute
- Prepare and review for completeness and accuracy of inspections, corrective action plans and enforcement referrals
- Conduct documentation reviews and record compliance of regulated programs
- Assist with intakes of daycare related complaints.
- Review and prepare pertinent paperwork related to program midpoint and renewals of registered programs.
- Conduct compliant and safety assessment investigations and provide detailed findings and reports in accordance with policies and procedures.
- Collect and timely input data related to the NYS OCFS Comprehensive Background Checks (CBC)
- Collaborate with other departments at the Child Care Council to provide comprehensive resources to childcare providers
- Conduct informational sessions for potential childcare providers.
- Participate in mandated and regulated trainings as required

- Ability to independently work in the field.
- Assist with other duties as assigned by the department director

Qualifications

Qualifications & Skills

- Bachelor's Degree in Human Services, Education and or related field
- Two or more years' experience working in child care setting
- Ability to apply customer service skills, representing the Child Care Council in a positive way while working with the public
- Knowledge of New York State Child Care Regulations
- Knowledge of NYS Office and Children and Family Services, Child Care Facility System (CCFS)
- Valid New York State Drivers License
- Ability to travel throughout Suffolk County
- Organizational skills
- Analytical and problem solving abilities
- Ability to multi-task and problem solve as needed
- Technology proficient and skilled to navigate CCFS
- Effective communication skills both verbally and written
- Ability to work in a team-oriented, collaborative environment

Application Instructions

Please submit a resume and cover letter to Ana Maria Escalera at anamaria.escalera@dfa.state.ny.us