



# Director, Family Child Care Network

Union Settlement Association, Inc.

New York, NY

Program Director

Full-time

Onsite

\$85,000 - \$90,000 a year

Posted on September 13, 2024

## Organization Statement

Union Settlement is an East Harlem based nonprofit organization founded in 1895. For 128 years, Union Settlement has provided critical and innovative programming to children, youth, families, and older adults. As a pioneer of the settlement house movement, Union Settlement continues to meet the needs of the ever-changing East Harlem community through its core programs. Through these programs, New Yorkers gain opportunities, develop skills, and become empowered to pursue and achieve their dreams.Â Â

Today, Union Settlement provides services through 33 program sites in approximately 28 locations. Union Settlementâ€™s current programmatic portfolio includes 8 core program areas: Early Childhood Education, Youth Services (including after school programs), Family Services (including the Family Enrichment Center and the Family Childcare Network), the East Harlem Community Partnership, Adult Education, Mental Health Services, Older Adult Centers, and Economic Development.â€ Union Settlement serves more than 10,000 individuals and nearly 1,000 businesses every year.Â Â

Strengthened by a dynamic, diverse, and collaborative workforce of more than 350 employees, Union Settlement also serves as a connector, convener, and advocate for East Harlem and its partners. To learn more about Union Settlement, visit [www.unionsettlement.org](http://www.unionsettlement.org).Â

## Job Description

**Position:** Director of Family Child Care Network

**Department:**â€ Family Child Care NetworkÂ

**Reports to:**â€ Executive Director of Early Childhood Education & Family Childcare Network Â

**Hours:**â€ Full-timeÂ

**Salary:** \$85,000 - \$90,000

**FLSA:** Exempt

**Location:** On-site

**Positions Reporting to this Role:** Director of Curriculum, Training, & Coaching

Compliance Coordinator

Family Workers

Administrative Assistant

Health & Safety Monitor Specialist

**Position Summary:**

The Family Child Care Network Director is integral to the Early Childhood management team and oversees the daily operations of the Family Childcare Network department. The Family Childcare Network Director ensures all Department of Education (DOE) and CACFP statutory and regulatory requirements are met. Additionally, the Family Childcare Network Director develops and maintains quality standards of early childhood education designed to meet the educational, emotional, physical, and social needs of individual children in family day care homes. The Family Childcare Network Director is responsible for providing day-to-day supervision and administration of the program of service to children in family day care homes.

**Responsibilities**

- Manages all licensing for the Family Childcare Network.
- Ensures that each provider's home possesses up to date and appropriate licensure (including Department of Health site licenses and Fire Department of New York regulations).
- Ensures that providers possess the necessary qualifications as specified in the Division of Early Childhood Education (DECE) Contract.

- Provides written procedures and documentation formats for quality assurance tasks and establishes standard operation procedures in accordance with Division of Early Childhood Education (DECE) and Department of Health and Mental Hygiene (DOHMH) regulations.Â
- Responsible for coordinating group events.Â Â
- Oversees and coordinates the purchase of supplies and materials for all home events and activities in accordance with regulating agencies policies and procedures.Â
- Oversees the payment system for childcare, and providers payments.Â
- Facilitates and documents parents and staff communications.Â
- Utilizes HRA Web Enrollment System (WES) to run reports, track data and trends.Â
- Utilizes teaching strategies Gold (SMARTech) to run child outcome reports, and track data and trends.Â
- Manages and creates professional development plans for all employees.Â
- Assists program staff in meeting Federal, State, and Local code and regulations and accrediting body standards for regulating agencies.Â
- Prepares monthly, quarterly, and annual reports for Leadership review.Â
- Coordinates with Leadership and staff to maintain corrective action plans and develop quality improvement strategies.Â
- Manages and track incidents that occur across the network.Â Â
- Recruiting and screening qualified prospective FDC providers in areas where a need has been identified.Â
- Assisting parents and providers through the registration process.Â

- Coordination and supervising the delivery of service by FDC providers and related staff. Maintaining a total program in education, health, nutrition, and social services to meet the needs of children served.Â
- Developing and maintaining good relationships, including awareness of each staff member's job and its relationship to the whole.Â
- Conducting regularly scheduled meetings with participants, informal providers, and parents.Â
- Additional duties as assigned by the Executive Director of Early Childhood Education & Family Childcare Network.Â

## **Qualifications**

Qualifications:Â

- Masterâ€™s degree, in Social Work services, Early Childhood Education, Public AdministrationÂ Â
- Minimum of 5 yearsâ€™ experience in Early Childhood managementÂ Â
- Demonstrated knowledge of Child and Adult Care Food Program (CACFP)Â
- Demonstrated strong knowledge of Early Childhood Education best practicesÂ
- Bilingual (English/Spanish) preferred.Â Â
- Excellent organizational ability and interpersonal skills.Â Â
- Strong leadership, supervisory, and training skills.Â Â
- Overall flexibility and ability to work under pressure and meet many deadlines.Â Â
- Excellent computer skills.Â

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**C O R E C O M P E T E N C I E S Â**

- **Leading Others:** Creates a sense of urgency throughout the organization on the importance of achieving outcomes. Inspires, influences, and enables team members to reach their goals
- **Facilitating Change:** Approaches challenges with creativity and flexibility. Demonstrates analytical thinking. Guides change to meet Union Settlement's goals.
- **Managing Performance:** Evaluates and revises goals semi-annually with the team. Provides consistent supervision and documents performance highlights and concerns
- **Applying and Developing Expertise:** Embraces and leads the team to achieve milestones. Seeks and supports professional development opportunities for team members. Manages finances and budgets effectively
- **Communicating and Collaborating:** Listens well and actively engages with others with honesty and integrity and holds team accountable to the same standard
- **Minimum Education Level:** Master's Degree
- **Preferred Education Level:** Master's Degree

## Application Instructions

Submit your application

here: [https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=9a2f08ad-2ae0-409a-9a8c-161b870a5721&cclId=19000101\\_000001&jobId=531822&lang=en\\_US&source=EN](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=9a2f08ad-2ae0-409a-9a8c-161b870a5721&cclId=19000101_000001&jobId=531822&lang=en_US&source=EN)

## Additional Information

### Union Settlement's Diversity, Equity & Inclusion Commitment

Union Settlement is an equal opportunity employer. They do not discriminate on the basis of race, color, religion, marital status, age, national origin, physical or mental disability, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.