

Bilingual (Spanish) Health & Safety Monitor

Queens Community House/Childcare Network (QCCN)

Queens, NY

Other

Full-time

Hybrid

\$20.00 - \$23.00 an hour

Posted on September 13, 2024

Organization Statement

Queens Community House (QCH) is a multi-site, multi-service settlement house that serves the diverse population of Queens through a broad network of programs and services for Children and Young Adults, Adults and Families, and Older Adults. Our mission is to provide individuals and families with the tools to enrich their lives and build healthy, inclusive communities. QCH programs serve approximately 25,000 Queens residents each year in neighborhoods throughout the borough.

Queens Childcare Network (QCCN) oversees 70+ NYC DOH regulated in-home (group and family group) childcare providers throughout Queens, NY. Our network serves families and children from infancy through age 12. QCCN ensures a safe environment, developmentally appropriate curriculum, and consistent professional development of our childcare professionals as well as ongoing advocacy for the families to whom they serve.

The Child and Adult Care Food Program (CACFP) is a federally funded program administered by the NY State Department of Health (DOH). The CACFP provides reimbursements for nutritious meals and snacks to eligible children and adults who are enrolled for care at participating childcare centers, day care homes, and adult day care centers. QCCN helps our affiliated in-home childcare providers to enroll in the CACFP, offers ongoing educational resources on nutrition and supports providers to comply with all CACFP regulatory guidelines.

The Health & Safety (HS) Monitor directly reports to the HS Program Coordinator.

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Job Description

We are seeking a BILINGUAL SPANISH HEALTH & SAFETY MONITOR to support the Queens

Childcare Network (QCCN) and its affiliated providers. The Health & Safety Monitor will be responsible for monthly in-person program visits to QCCN affiliated providers to support and ensure compliance with the Office of Children and Families (OCFS), the Child and Adult Care Food Program (CACFP), DOE policies, and other applicable requirements. Detailed documentation required following each monitoring visits including strength-based coaching and corrective actions, as indicated. CDA, AA degree, or higher is required.

Responsibilities

- Develop strong understanding of NYS and NYC In-home childcare health and safety regulations and practices and
- Develop an understanding of nutritional recommendations for children birth through school-aged and regulations related to food service to children attending in home programming.
- Visit affiliated provider homes monthly utilizing the DOE and CACFP monitoring form to ensure proper integration of all OCFS/DOHMH regulations.
- Follow-up regular monitoring visits with supportive strength-based coaching and corrective actions, as necessary.
- 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 communication from NY State to stay knowledgeable about the license and registration requirements for all affiliated providers.
- Check the OCFS website to ensure all affiliated providers remain free from violations with DOHMH.
- Assist Network 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 Family Worker to connect parents/caregivers to appropriate resources and make necessary referrals to community partners.
- Support the Network team to create and update a Community Partner Resource Guide for all affiliated providers and families.
- Support the Network team with the coordination and implementation of workshops, special events, and other Network activities.
- Assist with record-keeping activities related to effective operations of the CACFP.
- Other assigned duties, as indicated.

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Qualifications

• Associate or Bachelor's degree (preferred); or Child Development Associate (CDA) credential (accepted);

• Relevant education or training in nutrition, health, wellness and/or safety; (preferred)

• Ability to read, write and speak fluently in Spanish; (required)

• Working knowledge of Group Family Childcare and/or relevant experience working with infants and toddlers;

• Excellent verbal and written communication skills;

• Ability to carry out duties with discretion, professionalism, and integrity;

• Commitment to the mission and vision of Queens Community House;

• Ability to efficiently travel throughout Queens and/or productively do remote work, when indicated.

• NYC DOE Personnel Eligibility Tracking System - PETS Clearance

- **Minimum Education Level:** Associate's Degree
- **Preferred Education Level:** Bachelor's Degree

Application Instructions

If you would like to join our team, please submit a Cover Letter, Resume and Reference List to QCCN at childcare@qchnyc.org

Additional Information

Queens Community House offers a competitive salary commensurate with experience and a comprehensive benefits package. The benefits package includes medical/dental/vision offerings, life insurance, flexible spending accounts, and a 403b plan. We value health and wellness too and as such staff can earn up to 27 annual leave days (17 in your first year), 12 sick days, and enjoy most federal holidays. Staff can also take advantage of an array of professional development opportunities.

Status: Full-Time, Non-Exempt Salary: \$20.00 to \$23.00/hour Schedule: 35 hours per week, M-F; flexibility required due to some evenings and weekend events.