



CHILD CARE OF THE BERKSHIRES, INC. EMPLOYMENT OPPORTUNITY

TITLE: **Family Support Coordinator**
Family Child Care System – Pittsfield

RESPONSIBLE TO: Program Director, Family Child Care

The Family Child Care System is a network of licensed family child care educators that provides early education and care to small groups of children in their homes in neighborhoods throughout Berkshire County.

BASIC FUNCTION:

The Family Support Coordinator is responsible for case management and support services to all the families enrolled in the System. These services include: counseling parents on selecting child care, enrolling children, assessing the parent fee, arranging transportation services and referring families to other agencies for additional services. The deliverance of a high quality child care and family support in a family child care setting is the primary goal.

QUALIFICATIONS:

- Degree in social work, sociology, counseling or a related field.
- A minimum of at least one year of relevant experience working with high-risk families, case management services or early childhood education experience.
- Ability to deal tactfully and respectfully with consumers, FCC educators, other CCB staff and persons in the community.
- Must be sensitive to the needs of parents and the stressors in their lives and to interact in positive, respectful way with many different parents and children and community members.
- Positive attitude, understanding and commitment toward Strengthening Families philosophy, family engagement and family support.
- Must be able to document succinctly and accurately and to complete and maintain records. Must have basic math skills. Must be able to analyze information and enter it accurately into web-based system.
- Strong organization skills and attention to detail; ability to multi-task, managing a caseload and a variety of responsibilities and priorities.
- Ability to establish and maintain a working professional relationship with FCC educators, CCB staff and other professionals in the community.
- Working knowledge of computers and software programs.
- Understanding of early childhood development and QRIS as well as EEC Lead Teacher certification are highly desirable. Knowledge of local parent and child community resources is highly desirable.
- Must be willing to complete a criminal offender's record check and a motor vehicle check. First Aid and CPR required.

SALARY/WORK/YEAR:

The position is a 30 hour per week position and year round. The salary range is \$14- \$16 per hour with benefits.

CONTACT: Interested applicants should send letter of interest outlining how their education and experience meet the qualifications of the position and an up-to-date resume to:
Child Care of the Berkshires, Inc.
P.O. Box 172
North Adams, MA 01247
Attn: Heather LaBonté or email to hlabonte@cberkshire.org