

Job Description

Child Care Resource and Referral PTQ Specialist / Orientation Trainer

Purpose:

The PTQ Specialist / Orientation Trainer plans and implements the PTQ introductory sessions and maintains all of the data required of the PTQ program. The intent of the position is to encourage and promote participation within the PTQ program for all types of eligible child care programs. The PTQ Specialist / Orientation Trainer will provide all introductory sessions as indicated within our Standards of Service Delivery. The PTQ Specialist / Orientation Trainer conducts Licensing Orientation Trainings for individuals interested in opening a child care program.

Qualifications:

The PTQ Specialist should have at a minimum and Bachelors Degree in Early Childhood Education or a related field. A minimum of 2 years adult education or equivalent required due to the training component of the position.

- ❖ Excellent Computer Skills, including data management, experience with Microsoft Excel
- ❖ Ability to Communicate Effectively Both Verbally and in Writing
- ❖ Valid Driver's License and Reliable Transportation for business related responsibilities including but not limited to IACCRR sponsored trainings, job related trainings, and community events.
- ❖ Must be Able to Complete Light to Moderate Lifting
- ❖ Ability to Work a Flexible Schedule

Accountable To:

Executive Director/Program Director

Essential Functions:

- ❖ Recruits family child care providers and center-based program to participate in the PTQ program.
- ❖ Orients participants to program and services of the agency.
- ❖ Contact participants to set up mentoring visits and to follow-up on provider's questions.
- ❖ Maintains the RCCS database with all information regarding recruits for the PTQ program.
- ❖ Maintains the PTQ data within NACCRRRA'ware to ensure accuracy of all PTQ data.
- ❖ Maintains and inventories all PTQ incentives and completes weekly reports as required by the State of Indiana.
- ❖ Attends agency meetings to the specific program and to the agency as a whole.
- ❖ Informs providers of opportunities for training, professional development, and resources.
- ❖ Assists in planning and implementing recognition and support events for providers.
- ❖ Completes the introductory sessions for PTQ and completes all necessary data entry as set forth by IACCRR
- ❖ Conducts Licensing Orientation Trainings for individuals interested in opening a child care program.
- ❖ Enter and manage data entry of Orientation Training participants, including follow-up with participants.
- ❖ Assists in agency wide marketing efforts and outreach in 10-county service delivery area.

Interested candidates should send letter of application, resume, professional references and salary history to cbale@huffermcc.org or mail to: Paths to QUALITY Position, 2000 N Elgin St, Muncie, IN 47303

HMCC-CCR&R reserves the right to alter or correct this job description as deemed appropriate to meet the needs of the agency. Employees will be provided with a written copy of any changes and will sign that they have received a copy.