



Family Child Care Specialist (Temporary)

Are you interested in a position that will make a difference in your life and the lives of others? Community Teamwork is a private non-profit organization with over 400 employees dedicated to reducing barriers and creating opportunities for low income individuals and families.

In addition to fully utilizing your skills, Community Teamwork offers opportunities for continued professional development and career growth. Great teams, a competitive salary and well above average benefits including a generous contribution to employee 401k plans make Community Teamwork a highly regarded employer.

We are seeking a temporary Family Child Care Specialist who will be responsible for the monitoring of sub-contracted family child care providers across several content areas as well as supporting participating families enrolled in the system. The person in this role will also be responsible for the enrollment of children into the FCC System, collection of parent fees, and facilitating back up care. Responsibilities include: review developmentally appropriate curriculum plans prepared by FCC sub-contracted providers on a monthly basis; and model/demonstrate developmentally appropriate practices in sub-contracted provider's home.

Qualifications:

- Associates Degree required, preferably in Early Childhood Education or related field. Bachelor's Degree preferred.
- 3 years' previous child care experience preferred.
- 1 year previous experience working with low income individuals or families preferred.
- Strong, proven leadership and decision making abilities required.
- Desire to work with low income, culturally diverse, and at-risk families and individuals.
- Excellent Customer Service, organizational, interpersonal, oral and written communication skills.
- Ability to manage multiple priorities and work in a fast-paced environment.
- Excellent crisis management skills.
- Proficient computer skills required in basic computer software and data collection systems.
- Good attention to detail and ability to maintain confidentiality.
- Bilingual skills (English/Portuguese or English/Spanish) desired.

If you are interested in this position, please email your resume, cover letter and CTI Employment Application to: HR@commteam.org. Please include the name & department of the position you are applying for in the email subject line. Or, you may fax your resume with cover letter to: (978) 937-5824.

This is an exciting opportunity to become an integral member of an innovative, outcome focused team in an organization committed to excellence.