

CHILD CARE/PARENTING SKILLS COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for planning, organizing, and supervising the activities of a child care program, and for developing and leading a parenting skills program within the context of an intensive outpatient treatment program for substance abusing women. Direction, supervision and recreational activities are provided to children of the mothers in treatment. Work is performed under the supervision of the Program Coordinator, with leeway for independently performing most of the duties of the position.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Interviews volunteers to assess individual requirements and to provide information about child care and parenting skills services;

Assigns work and supervises volunteers assigned to the Child Care/Parenting Skills programming;

Develops and updates activity programs for child care participants;

Develops a parenting skills curriculum specific to the women's treatment and provides counseling/instruction;

Develops operating policies and procedures in accordance with relevant regulations and established policies;

Directs the activities of staff and children in the child care program;

Prepares reports and maintains records pertaining to activities of the Child Care/Parenting Skills program;

May act as a liaison with other human service agencies in meeting the needs of program participants.

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FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Good knowledge of issues relating to the care of infants and children of substance abusing women, including safety, health, developmental milestones, growth, and behavior management; working knowledge of effective interviewing techniques; good knowledge of effective interviewing techniques; good knowledge of methods, materials, and equipment used in a child care program; ability to recognize appropriate and problematic parenting behavioral patterns (particularly those impacted by substance abuse) to identify the effects of family, school, peers and other influences; ability to present written material to accurately express information; ability to provide direction and supervision to others; ability to establish rapport with clientele from a variety of social economic, and cultural backgrounds; patience; tact; and courtesy.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of a Bachelor's Degree; or
- (B) Graduation from a regionally accredited or New York State registered two-year college with an Associate's Degree in nursery education, child care, early childhood development, early child education, nursing, recreation, psychology, human services, or related field and two (2) years of experience in a preschool program involving planning and developing operating policies and procedures and/or education/recreational activities; or
- (C) An equivalent combination of training and experience as described in (A) and (B) above.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

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