

JOB OPENING

Job Title: Child Care Concierge
Department: Operations, Strengthening Working Families Initiative
Reports To: Program Manager
Classification: Non-Exempt
Location: Bridgeport, CT

SUMMARY

The Child Care Concierge will successfully provide participants in the Strengthening Working Families Initiative (SWFI) with comprehensive child care information including locations, availability, hours of operation as well as cost and assistance. The Child Care Concierge will present SWFI information to potential enrollees throughout the region.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- 1) Develop and implement effective strategies to source available child care operations throughout the programs catchment area.
- 2) Assess participant's child care needs including location of care and funding if needed.
- 3) Responsible for the development and maintenance of a comprehensive child care provider database.
- 4) Become an expert in local child care providers, number of slots, hours and ages of children accepted and the application process for financial assistance.
- 5) Ability to develop a child care plan and coordinate appropriate supportive services to participants.
- 6) Define collaborative stratifies in helping establish and maintain relationships with families and community child care partners.

SUPERVISORY RESPONSIBILITIES

Responsible for own work and not normally required to direct or supervise other personnel, but may occasionally instruct or show another employee how to perform the work.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Experience is required in child care operations such as Head Start and Early Head Start, child care costs and available funding.
- The Child Care Concierge must have a commitment to assisting low income and disadvantaged individuals in overcoming barriers to achievement and success in their personal and work lives.
- Excellent verbal, presentation and written communication skills.

EDUCATION and/or EXPERIENCE

Associate's degree or equivalent from two-year college or technical school; or four years related experience and/or training; or equivalent combination of education and experience.

COMPUTER SKILLS

The ability to understand more advanced computer skills and be proficient in the advanced knowledge of software such as Microsoft Word, Excel, PowerPoint, Access as well as proficiency in data management systems.

OTHER SKILLS AND ABILITIES

The ability to read, speak and/or interpret Spanish is desired.

To apply:

Submit Cover Letter and Resume to:

Donna DeMattia, Manager, Human Resources

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