

eliminating racism
empowering women



Northwest Ohio

Child Care Resource & Referral Business Support Specialist Job Description

July 2021

As an affiliate of an international membership organization, the YWCA of Northwest Ohio has devoted the past 150 years to eliminating racism and empowering women.

Position:	CCRR Business Support Specialist	Wage:	\$19.00-23.00
Department:	Child Care Resource & Referral	Pay Basis:	Hourly
Reports To:	CCRR Coordinator	FLSA Status:	Exempt
Hours/Week:	40	Benefits:	Eligible at 1.0 FTE
Employment Status:	Regular Full-time		

Position Summary

Responsible for providing business support to childcare providers, provision of technical assistance, information and support for child care providers.

Essential Tasks

These are core functions of the job that, if removed, the job would simply not exist. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Understand and promote the Child Care Resource and Referral.
- Provide information, support and technical assistance to child care providers and others.
- Understand and promote Step Up To Quality to parents seeking child care.
- Provide Business Technical Assistance to selected Child Care Centers to help them set and achieve business goals.
- Work with Child Care Centers to plan, schedule, implement two family engagement events.
- Provide training opportunities for child care providers and parents.
- Work with Business Coordinator to support Shared Service Child Care Centers
- Work with Business Coordinator to develop additional opportunities for Shared Service Centers
- Prepare necessary reports on a timely basis.
- Maintain acceptable appearance and conduct standards
- Must be able to lift up to 30 lbs.
- Other duties as assigned by supervisor.

Organizational Culture:

Commitment to the agency's mission of the YWCA. Familiarity or experience with issues that impact the lives of people supported by the YWCA. Sensitive to issues of confidentiality and diversity.

Prerequisite Qualifications

The candidate must meet the following criteria to be considered for employment in this position:

Bachelor's Degree in Early Childhood Education/Child Development or related field, and experience preferred. Excellent communication skills, presentation and interaction skills required. Must demonstrate ability to provide training that meets Ohio Department of Job and Family Services requirements. Must have understanding of child care and ability to work with adults, manage time, work independently and travel throughout the service area.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Candidate must be able to lift up to 30 pounds
- Movement within office environment including up and down three flights of stairs
- Ability to write by hand and use keyboard to perform general office functions
- Ability to communicate by speech and hearing continuously
- Visual acuity (close, distant, peripheral vision and the ability to adjust focus and view accurate color perception) needed for detail work, computer use, reading and to potentially supervise children in a variety of activities
- Ability to sit and stand for extended periods of time
- Ability to walk, run, move, squat, stoop, bend, twist, turn, push, pull and reach in interactions with children

Acknowledgment:

This job description in no way states or implies that these are the only duties to be performed by the employee incumbent in this position. The Employee may be required to follow any other job-related instructions and to perform any other job-related duties requested.

This document does not create an employment contract, implied or otherwise, other than an "at-will" relationship.

Signature Employee _____

Date _____