



Women's Housing and Economic Development Corporation
50 East 168th Street Bronx, NY 10452

Job Description

Background

The Women's Housing and Economic Development Corporation (WHEDCO) is a Bronx-based community economic development organization dedicated to building a more prosperous Bronx. At a time when the gap between rich and poor is greater than ever, WHEDCO narrows the divide by developing sustainable housing and uniquely integrated programs in early childhood, youth and adult education, family day care micro-enterprise and small business development. Because the challenges facing low-income families are multiple and interrelated, WHEDCO offers a comprehensive and holistic approach to address the many needs of the community and break down the barriers to opportunity.

Program Description:

The New York State Office of Children and Family Services (OCFS) has adapted regulations pertaining to legally-exempt child care providers that are paid for with the use of government funds. Provider eligibility is determined by completed attestations assuring basic health and safety minimal standards; random sampling of home visits, and criminal background checks in addition to Child Abuse and Sex Registry checks.

The Office of Children and Family Services provides funding for enrollment agencies, such as WHEDCO, to determine the eligibility of child care providers, who are legally-exempt from licensing and/or registration in accordance with current regulations. WHEDCO will work in collaboration with the New York City Human Resources Administration (HRA) and the Administration for Children Services (ACS) to meet the project's objectives of expediting the enrollment process, focusing on health and safety standards, and increasing overall quality of services provided to children as part of a continuum of care.

In addition, WHEDCO will make available to providers resources such as: referrals to training and offer enrollment opportunities to the Child and Adult Care Food Program (CACFP).

Job Description

Job Title: Home Visitor Specialist

Reports to: Supervising Home Visitor

Program: Home Based Childcare Services

Location: Bronx, Brooklyn, Manhattan, Queens and Staten Island

Job Summary: Under the supervision of the Supervising Home Visitor, the Home Visitor Specialist conducts home inspections in *Brooklyn, Staten Island and Manhattan* to verify whether the provider is following the enrollment agreement and acting in compliance with the regulations for enrollment. The inspections are aimed at fostering voluntary compliance with the enrollment agreement, verifying regulatory compliance, assessing risk to children from non-compliance and changing a legally-exempt provider's enrollment status if necessary.

Duties and Responsibilities:

- Conduct on site inspections of currently enrolled legally-exempt family child care providers, to determine whether such caregivers are in compliance with New York State Health and Safety Standards.
- When non-compliance is found the inspector must be able to:
 - ⇒ Assess the safety of children in the provider's care and the future risk to children in the provider's care when non-compliance is found.
 - ⇒ Assist the provider in developing a Corrective Action Plan (CAP) which satisfactorily addresses safety and risk issues.
 - ⇒ Take appropriate action to safeguard children in subsidized care when the provider is unwilling or unable to meet health and safety requirements.
- Provide individual technical assistance and support
- Input inspection outcomes into the Child Care Facility System (CCFS) database and send appropriate notifications to parent/provider on required next steps.
- Work as an Enrollment Specialist to enroll legally-exempt child care providers, as needed
- Additional duties as assigned.

Qualifications:

- Candidates must have an AA degree or higher in early childhood, education, social services or similar field. Bilingual is a plus - Spanish, Chinese, Korean, Japanese and Russian.
- Candidates must be able to multi-task, and have excellent communication skills (verbal and written).
- Candidates must also have solid computer skills, be familiar with Access, Excel and Microsoft Word. A background in early childhood education or elementary education is preferred. BA in Education, Human Services or similar field is also preferred.
- Candidates must be attentive to detail, team-minded, and be well-organized.
- Candidates must be quick-learners, who are flexible enough to function professionally and objectively in all situations.