

## Action for Children



### Pre-Licensing Specialist, Family Child Care

#### Who We Are

Action for Children is the local child care resource and referral agency in Central Ohio. Our mission is to transform the lives of children by supporting, empowering, and advocating for the adults who make the biggest impact on children's lives—their parents, caregivers, and teachers.

#### What You'll Do

The Family Child Care team is primarily responsible for the recruitment and support of individuals seeking to become state licensed in-home child care professionals.

Drawing on your knowledge of early childhood care and education, Family Child Care programs, and/or Ohio licensing rules, you will provide outreach services and technical assistance to individuals seeking to become licensed FCC professionals. Additional supportive business and professional development services are offered throughout the application process and continue during an FCC program's provisional/continuous licensure.

#### Successful candidates will have

- Minimum CDA or two-year degree in early childhood education, child development, business, or a related field
- Meet requirements to be an Ohio Approved Instructor (<https://occrra.org/ohio-professional-registry/instructor/>)
- Minimum two years of experience working with adult learners
- Minimum three years of experience in early childhood care & education field, with a minimum of two years of experience working directly with children
- Knowledge of/experience with commonly accepted business practices within the child care profession, specifically ODJFS FCC licensing standards
- Proficiency with technology, including database and spreadsheet applications, Microsoft Office Suite
- Ability to work with families of various backgrounds and cultures
- Excellent communication skills – written, verbal and formal presentation
- Understanding of how intersecting systems of racial, gender, and class discrimination shape conditions for early childhood educators, child care programs, and the children and families they serve

We seek an individual with a deep respect for Family Child Care professionals, early care and education, and children & families. The ideal candidate will have strong skills in building rapport and problem-solving and be proactive with identifying opportunities and removing barriers to success for both the Family Child Care Program and clients.

**This is a part-time position, requiring occasional evening and weekend hours to best accommodate each FCC program's needs.**

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### Desired but not Required

- Working experience in Family Child Care
- BA/BS in Early Childhood Education; Human Development & Family Studies, Human Ecology, Child Development, Business/management, or related field
- Knowledge of the Ohio Child Care Licensing Quality System (OCLQS)
- Familiarity with Step Up To Quality, Ohio's Early Learning Development Standards, and Ohio's Early Childhood Core Knowledge and Competencies
- Familiarity with Child and Adult Care Food Program (CACFP)
- Familiarity with the Ohio Professional Registry (OPR), and experience teaching/mentoring adults
- Familiarity with resources and services for child care professionals and families within Central Ohio counties (SDA9: Fairfield, Franklin, Delaware, Licking, Madison, Pickaway and Union)
- The ability to speak Spanish, Somali, Arabic, Nepali, or other language\*\*Signing bonus available\*\*

### Why You'll Love To Work at Action for Children

- We offer Medical, Dental, and Vision coverage after 30 days of employment
- We promote a balanced work-life company culture. We offer a generous PTO plan including vacation, sick, and personal time. This includes 9 paid holidays and 4 floating holidays.
- We embrace parenthood with 12 weeks of paid parental leave
- We help you plan for your future by offering a 403(B) with an employer match

### How To Apply

Interested individuals should apply online at:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=5357104d-8378-47c4-8fd9-d75e10e312c8&cclid=19000101\\_000001&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=5357104d-8378-47c4-8fd9-d75e10e312c8&cclid=19000101_000001&lang=en_US)

While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted. Please note, the selected candidate will be required to submit to our background and reference checking process.

Action for Children is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status

\*\*Action for Children has adopted a mandatory COVID-19 vaccination policy for all current and future employees focused on safeguarding the health and safety of our employees and their families; our customers and visitors; and our community. Action for Children is an equal opportunity employer and does allow for accommodations based on medical exemptions and/or sincerely held religious beliefs. \*\*