

MountainHeart

Job Description

Job Title: Quality Improvement Specialist
Department: Child Care Resource and Referral
Reports To: Professional Development Team Supervisor
FLSA Status: Exempt
OSHA Category: Category 3

Summary: The primary function of this position is to have knowledge on licensing, registration, and Tier II and Tier III requirements. To perform marketing and outreach to childcare providers and consumers on quality improvement and ERS. To work on continuous quality improvement with childcare centers, family childcare facilities and family child care homes in order to apply for Tiered Reimbursement.

Essential Duties and Responsibilities

- Meet quarterly with Tiered Reimbursement/QRIS state coordinator.
- Participate on the professional development team and implement all team responsibilities.
- Develop an individual professional development plan to reinforce knowledge including but not limited to Tiered Reimbursement and QRIS.
- Practice observation of rating scales: ITERS-R, ECERS-R, FCCERS, SACERS and CLASS with Division of Early Care and Education.
- Complete on-line trainings for rating scales: ITERS-R, ECERS-R, FCCERS, SACERS and CLASS.
- Knowledgeable of NAEYC and NAFCC accreditation standards.
- Attend the annual Build Conference.
- Present professional development on Tiered Reimbursement and QRIS.
- Provide telephone and on-site consultation to directors of centers, facilities and homes regarding Tiered Reimbursement.
- Provide outreach to ECE programs to educate them on Tiered Reimbursement and quality improvement.
- Provide community education to families about Tiered Reimbursement.
- Communicate and get input from Licensing Specialists and Regulatory Specialists about programs who should be contacted regarding participation in Tiered Reimbursement.
- Participate in recruitment efforts with centers, facilities and homes in participation in Tiered Reimbursement.
- Maintain a current calendar of professional development sessions, technical assistance visits, meetings and other scheduled activities.
- Submit all monthly reports as required.
- Maintain confidentiality at all times.
- Other duties as assigned.

Supervisory Responsibilities:

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This position has no supervisory duties.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

- Quantity - Completes work in timely manner; works quickly.
- Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.
- Attendance/Punctuality - Is consistently at work when scheduled and on time.
- Dependability - Follows instructions, responds to management direction.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements described are representative of the knowledge, skill, and/or ability required. Some computer skills including knowledge of Microsoft Word, FACTS, Power Point and Excel. Excellent telephone skills and ability to use office equipment. Must have good recall memory, organizational and listening skills.

Education and/or Experience:

Preferred master's degree in early childhood/child development with one year professional experience in a management/leadership position in early childhood. Minimum of a bachelor's degree in early childhood/child development with one year professional experience in management/leadership position in early childhood and two years of experience as an administrator of a Tier II/Tier III/NAEYC/NAFCC accredited early childhood program or upon written request a bachelor's degree in a related field with at least four years' experience as an administrator of a Tier II/Tier III/NAEYC/NAFCC accredited early childhood program.

Be well versed in National Association for the Education of Young Children (NAEYC) and National Association for Family Child Care (NAFCC) accreditation standards and have experience administrating various evaluation tools, such as the Early Childhood Environment Rating Scales (ERS). Must have valid driver's license. APS/CPS check and a clear criminal background check with no charges related to child abuse and neglect, domestic violence, or drug charges.

Language Skills

Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients and the general public.

Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Physical Demands

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.

While performing the duties of this job, the employee is regularly required to stand and sit. The employee is frequently required to sit and reach. The employee is occasionally required to climb or balance. The employee may occasionally lift and/or move up to 50 pounds. Extensive travel required.

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Work Environment

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually quiet.

Employee Signature

Date