



# Example of Child Care Coordinator Job Description

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Our innovative and growing company is looking for a child care coordinator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for child care coordinator

- Apply knowledge of practice policies and procedures related to scheduling and front desk functions
- Authorize behavioral health services based upon benefit eligibility and clinical criteria
- Promote health, wellness and optimal psychosocial functioning for member and caregivers (identify caregiver gaps, facilitate education and respite support)
- Develop and conduct provider education and training
- Provide systematic and accountable, quality improvement technical assistance to Child Care Centers and Family Child Care Homes participating in the state quality rating and improvement system, Quality Rated, within the service delivery area
- Conduct assessments of the family child care provider and child care learning center to determine success factors and assess readiness to receive quality improvement technical assistance services from the CCR&R
- Work with providers to troubleshoot concerns
- Work with Area Offices to track utilization and send proper documentation to Central Offices for program development and billing purposes
- Spearhead selection of new providers for 20 area offices rolling out program in FY20
- Provide contract oversight including visiting programs to ensure they are adhering to contract terms

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- Minimum two (2) years of Project coordination experience
  - Strong technical skills, including knowledge of computer software, including but not limited to, Microsoft Office Products
  - Excellent oral and written communications excellent follow-through skills
  - Ability to plan, organize, schedule in an efficient, productive manner
  - Minimum two years of experience in working in childcare field (classroom teacher, administrator, family childcare home provider, trainer, technical assistance consultant)
  - Efficient, able to maintain schedule that is conducive to provider's needs