

# **Child Care Connections of Cleveland County, Inc.**

**PO Box 1739**

**Shelby, NC 28151-1739**

**Provider Specialist**

## **REQUEST FOR JOB APPLICATIONS**

Child Care Connections of Cleveland County, Inc. , a Child Care Resource and Referral agency located in the western piedmont of North Carolina, is currently seeking applicants for the full-time position of Provider Specialist.

### **Position Summary:**

The Provider Specialist provides training, technical assistance, and support to child care providers serving children birth to age 12 to improve the quality and availability of child care in Cleveland County, NC. This position will be housed at Child Care Connections of Cleveland County in Shelby, NC. This person will report to the Executive Director for the agency.

### **Minimum Requirements for the Position:**

- A Bachelors Degree plus or including at least 18 hours in birth to five focused semester hours OR a Master Degree plus or including at least 12 birth to five focused hour
- Three years paid experience in early childhood program services.
- At least one year of experience as a technical assistance provider preferred.
- At least one year of experience as a training provider preferred.
- Level 11 on the Early Educator Certification Scale
- Effective oral and written communication skills.
- Computer experience, knowledge or demonstrated ability to learn Microsoft Excel, Word, and PowerPoint.
- Attention to detail with the ability to handle a large volume of administrative work.
- Ability to independently manage a large caseload of technical assistance and trainings throughout the county.
- Ability to work well with diverse client populations.
- Must be able to pass the criminal background check with NC Division of Child Development and Early Education.

### **Special Working Requirements:**

- An automobile at his/her disposal; valid non-suspended NC driver's license and a current automobile liability insurance policy with continuous coverage.

- Must be able to manipulate and operate office supplies and equipment. Occasionally required to lift up to 25 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities.
- No substantiation or criminal conviction for child abuse or neglect.
- Requires the need for flexible schedules, including evening and weekend work.

References from previous employers must be furnished upon request. Salary is dependent upon qualifications, experience and labor market.

**All interested applicants should submit a letter of interest and current resume by e-mail to [director@ccchildcareconnections.org](mailto:director@ccchildcareconnections.org) or by mail to Child Care Connections of Cleveland County, Inc., PO Box 1739, Shelby NC 28151 by August 7, 2020. A completed Child Care Connections of Cleveland County, Inc. application and official transcript may be required at a later date.**