Coordinator of Children's Services

Job Code	Job Title	Pay Grade
8248D2	Coordinator of Children's Services	29

CONCEPT:
Administrative, consultative, and coordination work dealing with the needs of children.

TASKS:

- Conducts a continuing survey to determine facilities available in the state for serving children; manages supervises, and coordinates survey activities with other agencies.
- Reviews and analyzes survey reports to determine compliance with applicable statutes and regulations.
- Develops procedures with agency guidelines.
- Directs activities of professional staff in conducting surveys and complaint investigations. Coordinates survey activities with those of other bureaus and agencies; maintains survey inspection records.
- Develops methods and guidelines within agency goals to manage the regulatory administration of specific child care programs including registered family day care homes, licensed day care homes, preschools, child care centers, mother's day out, school age programs, programs for children with handicapping conditions, headstart programs, family foster homes, attendant care, group boarding homes, residential centers, detention centers, secure care centers, maternity centers, child placing agencies, and child care resource and referral agencies.
- Confers with local communities to explain, promote, and assist in establishing community facilities and programs for children.
- Reviews grant applications for services for children's services; coordinates, manages, and monitors approved grants.
- Authorizes the licensure or registration of childcare facilities and agencies and initiates enforcement action; provides program over-sight and technical assistance to assure compliance with state and federal regulations.
- Recommends enforcement procedures to administrative supervisor. Prepares affidavits, gives depositions and testifies in administrative and professional capacities at Administrative and Court hearings.
- Develops plans to obtain federal funding and to implement child service programs; develops policies and procedures for program implementation.
- Provides training to providers and/or surveyors, including developing manuals, and reviewing applicable laws, regulations, policies, and directives pertaining to childcare.
- Maintains a database in order to develop statistical reports and to provide analyses of programs.
- Approves childcare operational plans and home rate modifications.
- Represents the agency and serves as a spokesperson at national, regional, state, and local conferences and meetings serving as an expert in the field of work.

LEVELS OF WORK

- Class Group consists of one class.

Coordinator of Children's Services – Planning, evaluating, coordinating, and integrating programs which provide services for children. Employee develops administrative procedures to achieve program goals in accordance with laws and regulations. Work may also include writing, reviewing, and promulgating regulations; planning and implementing a training program for grantee agencies, surveyors, the regulated community, the public, and other state agencies. Professional judgment is required to determine the adequacy of reports, to analyze data to determine compliance, to recommend policies, and to initiate enforcement action.
Minimum Requirements: Seven years of experience in child services. Education may be substituted for experience as determined relevant by the agency.

NC: 9/13
REV: 6/24