



EMPLOYMENT OPPORTUNITY

Union Settlement, established in 1895, is one of the largest and oldest settlement houses in New York. The agency serves more than 10,000 East Harlem residents of all ages each year through its education, health, senior services, youth development, early childhood education, counseling and economic empowerment programs. For more information about Union Settlement, please visit our website at www.unionsettlement.org.

Position: Field Advisor – Family Child Care Network (FCCN)
Department: Early Childhood Education
Reports to: FCCN Coordinator
Hours: Full-Time

Position Summary:

The Field Advisor ensures caseload providers in the Family Child Care Network are in compliance with Child and Adult Care Food Program (CACFP), NYC Early Learn under the Administration for Children’s Services (ACS), and the New York City Department of Health (DOH) regulations. Additionally, the Field Advisor provides technical assistance to providers and maintains open communication with providers on behalf of Union Settlement.

Responsibilities:

- Recruit providers for CACFP and NYC Early Learn/ACS programs.
- Provide technical assistance, supervise, and evaluate NYC Early Learn/ACS and CACFP providers.
- Conduct the required quarterly home visits for the CACFP and NYC Early Learn/ACS providers. Conduct additional home visits in support of provider, if necessary.
- Generate reports detailing each home visit for Coordinator’s review.
- Ensure providers meet and maintain all FCCN standards and regulations in order to be in compliance. Provide assistance, as needed, in order for providers to remain in good standing.
- Observe children during home visits and discuss additional services and options for children with developmental concerns with provider.
- Keep children’s folders up-to-date with medicals, parent information, and any related paperwork.
- Keep providers’ folders up-to-date with medicals, license/registration, and any related paperwork
- During monitoring visits review CACFP menus, providers’ attendance meal count, annual CACFP Child Enrollments, etc.
- Input data in CACFP Home Systems.
- Additional duties as assigned by FCCN Coordinator.

Qualifications:

- Bachelor's Degree in Early Childhood Education, Social Work, or related field preferred; at minimum High School Diploma or GED, with Child Development Associate or Family Development credentials and two years demonstrated experience in early childhood education.
- Excellent organizational ability and interpersonal skills.
- Overall flexibility and ability to work under pressure and meet many deadlines.
- Excellent computer skills.
- Bilingual (English/Spanish) preferred.

To Apply:

Please send Cover Letter, Resume, Salary Requirements, Writing Samples, and References to: earlychildhoodcareers@unionsettlement.org. Please indicate Field Advisor – Family Child Care in subject of email.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER