



PATCH Job Descriptions

Position Title: Family Child Care Recruiter

Date: March 2016

FLSA Status: Nonexempt

Island: All

Reports to: Island Coordinator

Department: Recruitment

Primary Purpose: Responsible for recruiting and providing technical assistance to individuals interested in becoming family child care providers.

Essential Duties:

- ~ Maintains a tracking system that follows a prospective family child care provider from the initial contact to becoming a licensed child care provider.
- ~ Conducts home visits to provide technical assistance to prospective family child care providers to assist them in offering quality child care in their home.
- ~ Conducts and attend outreach activities to identify prospective family child care providers and to promote the business of family child care.
- ~ Assess prospective providers' needs and resources to assist them in the licensing process.
- ~ Attends Basic Series classes.
- ~ Prepare and collate information included in the Want To Be Provider packet.

Other Duties:

- ~ Connects prospective providers with other community resources that can assist them, including Child Care Food Program.
- ~ Work close with local DHS licensing workers to provide technical assistance to prospective providers.
- ~ Attends PATCH's Basic Series, outreach events and participates in marketing activities to promote PATCH's services.
- ~ Helps with the organization and planning of provider social events and provider appreciation day.
- ~ Performs other duties as necessary.

Working Conditions: Usually indoors under regular office conditions. Requires long periods of sitting. During home visits, the Family Child Care Recruiter will be in a home setting. Requires considerable amount of driving.

Work Hours:

- Oahu: 7:30 a.m. to 4:30 p.m. Monday- Friday; duties may require evening and weekend hours.
- Neighbor Islands: varying hours; each island office determines start and end times; duties may require evening and weekend hours.

Equipment Use: Computer and standard office equipment.



PATCH Job Descriptions

Mental, Physical and Communication Demands:

- ~ Requires relating to people in a friendly and professional manner with excellent verbal and written communication skills.
- ~ Requires working under minimal supervision.
- ~ Must be organized and able to pay close attention to detail and requires working to established procedures and the ability to be prompt and on time.
- ~ Must possess a valid Hawaii driver's license with access to an insured vehicle. The employee is required to use their personal vehicle and must be willing to travel to various locations for home visits.
- ~ Must be able to pass a background check.
- ~ May be required to travel to neighbor islands or the mainland as deemed necessary.

Minimum Qualification Requirements:

Skills and Knowledge:

- ~ Knowledge of the state's child care licensing requirements is preferred.

Education/Experience:

- ~ Associates Degree in early childhood education or related, preferred.
- ~ Experience as a child care provider.

Authorized by: _____

Date: _____

The above information on this description has been designed to indicate the general nature and level of work performed by an employee in this classification. It is not to be interpreted as a comprehensive inventory, or all duties, responsibilities, and qualifications of employees assigned to this job. Management has the right to add to, revise, or delete information in this description. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of this position.

Employee Signature: _____

Date: _____