



ADVANCING OUR COMMUNITY

Name of Organization: The Chinese-American Planning Council, Inc.

Title: Program Counselor

Location: Manhattan, NY

Program: Asian Child-Care Resources & Referrals (ACCR)

BACKGROUND: The Chinese-American Planning Council was founded in 1965 in response to the growing number of Asian immigrants in New York City. It has become the largest nonprofit provider of social services for Asian Americans in the U.S., serving thousands of people daily through over 70 programs spread throughout Manhattan, Brooklyn, and Queens.

Asian Child Care Resource & Referral is one of the programs offered by CPC's Manhattan Community Services. It is also part of the New York City Child Care Resource and Referral Consortium that is composed of four culturally diverse child care resource and referral agencies in New York City. Our service goals are to serve the child care needs of families through providing education, information, and referrals, as well as to increase the supply and improve the quality of child care services through coaching, assessment-based & intensive technical assistance, health care consultancy and training.

Job Summary: The Program Counselor is responsible for recruiting and providing services to the registered/licensed family child care programs/providers; assisting potential child care businesses by obtaining licenses to operate family child care programs to meet the need of quality child care; educating the community members about the quality of child care and early childhood education; to enhance the quality of care through providing intensive and assessment-based technical assistance and training.

Responsibilities:

- Provides basic and intensive technical assistance to early childhood programs and family care day providers regarding start-up and/or registration/licensing requirements.
- Provides technical assistance to FDC and GFDC programs in registration and regulatory compliance.
- Provides technical assistance to licensed family child care and legally exempt providers on enrollment, regulatory requirements, and payment issues.
- Performs assigned milestones with quality in a timely manner.
- Administers the Business Quality Improvement Grants and the Learning Environment Quality Grants.
- Handles telephone inquiries and walk-in providers and community members regarding child care information.
- Provides training to early childhood programs and family care day providers.
- Keeps current with best practice information and developmentally-appropriate practices.
- Evaluates needs assessments to develop training curricula.
- Any other duties as assigned by the Director.



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Qualifications:

- Bachelor Degree in social science preferably in Early Childhood.
- Minimum 2 years in the childcare related field and training experience.
- Excellent oral and written skills in English and a second language (Chinese, Spanish or Korean) is preferred.
- Ability to work independently.
- Ability to take initiative and be self-motivating.
- Able to work on some Saturdays.
- Familiarity with the NYS Child Care System.

Salary: Commensurate w/ experience, excellent fringe benefits.

Report To: Sumon Chin,
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