



Monitoring Specialist

The primary role of the Monitoring Specialist is to support all affiliated providers to be in compliance with all Network and OCFS/DOHMH regulations.

Primary Responsibilities:

- Visit affiliated provider homes monthly utilizing the DOE monitoring form to ensure proper integration of all OCFS/DOHMH regulations.
- Follow-up regular monitoring visits with supportive strength-based coaching and corrective actions, as necessary.

Additional Responsibilities:

- Participate in regular staff meetings to connect about individual providers, families, and coordinate all services.
- *Qualifications:* *
- Associate Degree or Child Development Associate credential (required)
- Training on nutrition, health, and safety (required)
- Experience working in family childcare and/or with infants and toddlers (preferred)
- Participate in Network staff professional learning sessions delivered by the Department of Education.
- Assist in ongoing outreach, enrollment, and all other administrative tasks supporting all FCC affiliated providers.
- Support FCC Network Director in updating family information in the Network database.
- Other tasks assigned by FCC Network Director and FCC Education Director.

Job Type: Full-time

Pay: \$40,000.00 per year

Benefits:

- Health Insurance
- Disability insurance
- Life Insurance
- 401K
- Paid time off
- Dental Insurance
- Vision insurance

Schedule:

- 8 hour shift
- Monday to Friday