



www.nkcaa.net

Child Care Resource and Referral Program

539 Hitchins Avenue, Olive Hill, KY 41164
Jeff Evans, Director – jeff.evans@nkcaa.net

Phone – (606) 286-4443

Fax – (606) 286-0015

Toll Free – 1-800-817-4443

Toll Free Fax – 1-877-528-3964

JOB DESCRIPTION

POSITION TITLE: Program Assistant
DEPARTMENT: Child Care Resource and Referral
REPORTS TO: Child Care Resource and Referral Director
STATUS: Full-time, non-exempt
SALARY: Commensurate with experience

General Narrative Description of Position:

The Program Assistant is responsible for assisting the Director in administering and maintaining a comprehensive Child Care Resource and Referral program in the FIVCO area (serving Boyd, Carter, Elliott, Greenup, and Lawrence counties in Kentucky).

Essential Job Functions:

- 1.) Maintain database of child care providers and facilities in service area.
- 2.) Provide knowledgeable consultation, referrals, and consumer education for parents.
- 3.) Provide timely and accurate information and technical assistance to child care providers as needed.
- 4.) Maintain fiscal records according to Northeast Kentucky Community Action Agency procedures.
- 5.) Any other duties as assigned by program director.

Required knowledge, skills, and personal qualifications:

- Strong written and oral communication skills
- Proficient computer skills including but not limited to word processing, spreadsheet, and database creation and management
- Knowledge of child care; child care regulations; and quality child care characteristics
- Managing a budget
- Ability to perform and prioritize tasks with limited supervision
- Enjoy working with the public
- Dependable

The *Child Care Network*

Kentucky's Resource for Child Care Services

Experience:

- High school or GED, college preferred (collegiate applicants must submit transcript)
- At least two years of verifiable child care experience
- Knowledge of Kentucky's Trainer's credentialing system, preferred but not required
- Knowledge of Kentucky's IECE Standards, preferred but not required
- Knowledge of Early Childhood Professional Development Framework, preferred but not required

Physical Demands:

While performing the duties of this job, the employee is frequently required to:

- Sit and talk or hear
- Walk distances
- Operate computers, objects, or controls, bend and stoop, reach with hands and arms
- Be able to lift objects up to 25 lbs.
- Work hours during the day, evening, and/or Saturdays
- Travel to child care provider sites and homes and meetings; overnight travel required.

Applicants may obtain an application for employment by contacting:

Northeast Kentucky Community Action Agency
539 Hitchins Avenue
Olive Hill, KY 41164

Phone (606) 286-4443

Or by visiting www.nkcaa.net