



JOB POSTING

POSTING DATE: August 25, 2017
POSITION: Child Care Referral Specialist
JOB GRADE: 13
HOURS AVAILABLE: Monday through Friday, 8:00 a.m. - 5:00 p.m.; Full-Time
REPORTS TO: Director of Early Care and Quality Improvement Services

POSITION SUMMARY:

The Child Care Referral Specialist is responsible for handling cases relating to child care. This position assesses clients' needs and acts as a support system to parents and providers offering consumer education and counseling as needed on various child care issues. This position strives to fulfill the mission of United Way of Connecticut (UWC) at all times while at work.

QUALIFICATIONS AND SKILLS REQUIRED:

- Bachelor's Degree in early childhood development, education, counseling or other related field plus one year's experience in child care (preferred), **OR**
- Associate's Degree in early childhood development, education, counseling or other related field plus two years' experience in child care (required);
- Bilingual Spanish/English preferred;
- Ability to use required technology and supporting software systems;
- Ability to maintain a high level of confidentiality in day-to-day duties;
- Solid written and verbal communication, listening, organization and priority setting skills;
- Strong customer focus in all tasks and activities, even while under pressure;
- Solid problem solving skills;
- Proficiency with MS Office applications required;
- Ability to work and produce in a team environment;
- Ability to relate well with people from diverse groups;
- Ability to perform job with integrity and values consistent with the UWC Mission.

TO APPLY:

Submit resume and cover letter explaining how you qualify
via email to recruitment@ctunitedway.org.

DEADLINE FOR SUBMISSION OF RESUME AND COVER LETTER:

September 24, 2017

As a VEVRAA Federal Contractor, United Way of Connecticut, Inc. desires priority referrals of protected veterans for positions at its location at 1344 Silas Deane Hwy, Rocky Hill, CT 06067. Any questions may be referred to Recruitment@ctunitedway.org.

United Way of Connecticut is an Affirmative Action/Equal Opportunity Employer.
Male/Female/Disability/Veteran
www.ctunitedway.org

United Way of Connecticut, Inc. endeavors to make www.ctunitedway.org accessible to any and all users. If you would like to contact us regarding the accessibility of our website or need assistance completing the application process, please contact (860) 571-7500. This contact information is for accommodation requests only and cannot be used to inquire about the status of applications.