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**Position Available:**

Wyoming Child & Family Development, Inc. is accepting applications for a Licensing – Credentialing Specialist for 35 hours per/wk – 238 days/yr. Service area will include all WCFD centers. Bachelor’s from an accredited college in Management Education, Early Childhood Education or other related field. This is considered a full-time position with excellent benefits. Application/information: [www.wyomingchild.org](http://www.wyomingchild.org), 307-836-2751. **“This institution is an equal opportunity provider”**

**JOB DESCRIPTION**

**TITLE OF POSITION:** Licensing/Credentialing Specialist

**SUPERVISED BY:** DEPUTY ASSISTANT DIRECTOR/FAMILY SERVICES COORDINATOR

**GENERAL RESPONSIBILITY:** Will have complete oversight of all center licensing needs, facility inspections, monitorings, reporting and facilitation/coordination of training and continuing education needs. Will be responsible for overall coordination of the Family Service and Child Development Associate credential. This position will travel to sites throughout the organization to provide hands-on training and support.

**MINIMUM QUALIFICATIONS:**

- Bachelor’s from an accredited college in Early Childhood Education or other related field. Wyoming Child & Family will only accept college degrees from accredited institutions recognized by the U.S. Department of Education.
- Must be able to meet time lines and be able to manage multiple priorities.
- Must be reliable, organized and detail oriented.
- Must have the interpersonal skills to be able to meet the public and work with program staff in-person at various site and community locations, along with utilizing web-based meeting and communication resources.

**ESSENTIAL FUNCTIONS:**

1. Coordinate all agencies that conduct inspections for DFS licensing.
2. Complete licensing applications and all required documentation, including follow-up requirements.
3. Schedule on-sight inspections.
4. Assist Center Coordinators in tracking required STARS training hours for staff members.
5. Assist staff with STARS processes in order to become certified trainers, submit training approvals, etc.
6. Provide CDA support, to include helping staff begin the CDA process, with ongoing support through completion of the credential, to provide CDA training, as needed, along with assistance completing renewals
7. Provide Family Service Credential support, to include helping staff begin the online credential process, with ongoing support through completion of the credential.
8. Assist the Data/Family Service Specialist with tracking both the CDA and the Family Service Credential processes for staff.

9. Assist staff in maintaining PTBSB credentials by submitting training information to STARS and/or the PTBSB licensing board, as needed.
10. Coordinate the process to maintain current licenses/credentials for mental health and developmental disability therapists.
11. Maintains the confidentiality of program children, families and staff.
12. Reports suspected child abuse in accordance with the policies and procedures of Wyoming Child and Family Development, Inc.
13. Respects the dignity of each enrolled person and treats him/her with fairness and courtesy.
14. Ensures the safety of all enrolled children and families while participating in Wyoming Child and Family Development Inc. programs.
15. Develops and implements plans to address weaknesses and out of compliance areas or program improvement.
16. Represents Wyoming Child and Family Development, Inc. in a professional manner.
17. Promotes positive public relations within the work setting and in the community.
18. Recruits children for the program within the guidelines established by Department of Health and Human Services and Wyoming Child and Family Development.
19. Attends required training sessions.
20. Performs other duties as assigned by the Board or its designee.
21. Facilitates child and family outreach and recruitment efforts for all WCFD programs.

ALL REQUIREMENTS FOR THIS POSITION WILL MEET THE HEAD START/EARLY HEAD START PROGRAM PERFORMANCE STANDARDS, DFS LICENSING, NAEYC STANDARDS, WYOMING DIVISION OF DISABILITIES RULES AND REGULATIONS AND WCFD POLICIES AND PROCEDURES. ALL EMPLOYEES WILL ADHERE TO THE MISSION, VISION, AND VALUES OF WCFD.

THESE ARE MINIMUM REQUIREMENTS, NOT PERSONAL QUALIFICATIONS OF THE PERSON(S) PRESENTLY IN THE JOB. IN OTHER WORDS, YOU MUST MEET THESE REQUIREMENTS IN ORDER TO BE CONSIDERED FOR THE JOB.

**STANDARD JOB REQUIREMENTS:**

- Able to perform the essential functions of the position, as defined in the job description, without presenting a danger to either self or others, with or without reasonable accommodations.
- Must have an employment physical and TB test prior to work with children.
- Must have AHA CPR and First Aid Training completed within 90 days, unless otherwise specified by the supervisor.
- Wyoming Child and Family Development, Inc. requires all prospective employees to participate in a Central Registry (annually) and criminal background check, including fingerprinting upon hire and every 5 years.
- Wyoming Child and Family Development requires an initial statement of health from a licensed healthcare provider and a renewed statement every 5 years.
- Must have a valid driver's license, safe driving record and liability insurance as required by Wyoming State Law. Driving records are reviewed annually.

**PHYSICAL/ENVIRONMENTAL REQUIREMENTS:**

1. Must be able to work with families and children birth through age 5.
2. Must possess proper stress management techniques.
3. Must possess visual acuity and stamina to read technical material for extended periods of time.
4. Be able to sit, stand, or walk for long periods of time without fatigue or discomfort.
5. Must be able to travel to site locations, meetings and trainings, both in and out of state.
6. Must be willing to drive in a variety of weather conditions.
7. Must be able to hear and process ordinary conversation and telephone conversation.
8. Must be able to communicate effectively with staff, children, families, and community.
9. Must be able to tolerate air-conditioned buildings and fluorescent lights.

10. Must be able to climb stairs, stoop, kneel, crouch and/or reach, to retrieve materials and supplies from ground level to a height of at least 5 ft.
11. Must have upper body strength to lift and carry the equivalent of 50 pounds.
12. Must be able to assist a child to safety in case of an emergency.
13. Must be able to work in a flexible daily routine and change as required.
14. Must be able to work in a variety of temperatures, including hot and cold weather.
15. Transportation staff must:
  - a. Able to tolerate possible exposure to biohazards, i.e., body fluids, etc.
  - b. Ability to recognize mechanical problems that would require stopping of bus to prevent damage or potential accident while driving.
  - c. Able to read gauges on dash of bus and recognize indicator of problems.
  - d. Able to tolerate possible gas and diesel fumes.
  - e. Able to tolerate dust and gravel.