



United Way of Western CT is seeking a candidate to fill the position of **Danbury Child Care Network Benefits Specialist. This is a full-time position based in our Danbury, CT office.**

Join a growing organization focused on community change, partnerships, and improving lives in the areas of Education, Financial Stability and Health. United Way of Western Connecticut (UWWC) offices are located in Stamford, Danbury and New Milford. Organization offers excellent benefits package and is an equal opportunity employer. Individuals of diverse racial, ethnic, gender and cultural backgrounds along with bilingual candidates are strongly encouraged to apply.

### **Job Posting**

Under the supervision of the Child Care Initiative Manager, the Danbury Child Care Network Benefits Specialist will assist Family Child Care Home providers and the families they serve in accessing all available social and financial subsidies. The goal of this position is to support providers and families in accessing supports to effectively help providers maintain low tuition rates and help families afford quality child care settings. The Benefits Specialist will also assist in quality enhancement activities including the Ages and Stages Survey project and Professional Development for providers.

### **Responsibilities:**

- Link Family Child Care Home (FCCH) Providers with financial subsidies and supplemental nutrition programs
- Provide up to date information about Care 4 Kids requirements and paperwork for providers
- Assist providers with CT Office of Early Childhood reporting requirements
- Assess family needs and link families to community resources (including: Care 4 Kids, HUSKY, WIC, SNAP)
- Plan and facilitate meetings with providers and parents to support their needs
- Participate in workshops and community events to promote the work of the network
- Support Danbury Family Child Care Network activities in the community
- Support the Ages and Stages Survey and Sparkler project through promotion, workshops, coaching with providers
- Support the wraparound support for the Ages and Stages Survey project by connecting with parents to deliver assessment results and appropriate follow-up.
- Represent the United Way Family Child Care Network at meetings with other organizations and entities.
- Aid in grant reporting requirements for the CT Office of Early Childhood
- Work occasional night and weekend hours to accommodate the needs of the families and providers
- Maintain monthly contact with all families and providers
- Collaborate with other community agencies to support the needs of families and providers

### **Minimum Qualifications:**

- Bachelors Degree in Social Work, Early Childhood or Child Development with a minimum of two years' experience working with young children and their families in an early care setting or community related work for low-income families



Position Requirements:

- Must be fluent and culturally competent in both Spanish and English
- Valid driver's license with clean DMV record and regular daily access to personal vehicle
- Must be willing to travel (using own vehicle) throughout the city of Danbury for visits and occasionally throughout the state for training purposes
- Must be flexible, reliable, trustworthy and sensitive to privacy of personal information
- Flexibility in schedule to accommodate occasional evening or weekend hours

Salary requirements must be stated clearly in cover letter for applicant to be considered.

***For consideration please forward cover letter and resume to [elizabeth.quinonez@uwwesternct.org](mailto:elizabeth.quinonez@uwwesternct.org)***