



## POSITION DESCRIPTION

**DEPARTMENT:** PUBLIC HEALTH

**POSITION TITLE:** Child Care Licensing Surveyor

**GRADE:** 3

**EMPLOYMENT CATEGORY:** Grant Funded / Full-Time

**STATUS:** Non-Exempt

**REPORTS TO:** Financial Officer and/or Department Head

### POSITION SUMMARY:

*Barton County Health Department believes that all interactions must follow the Trauma Informed Systems of Care approach. All people, staff and clients, are to be treated with dignity and respect, regardless of their socio-economic status, race, religion, or gender affiliation. Any position hired to the BCHD will operate under these guidelines.*

This full-time position requires a thorough knowledge (learned) of the regulations regarding child care, both for licensing and registration. This person will travel to various child care facilities in multiple counties to evaluate the site, records, policies, etc. This person will keep records on each facility and send to the KDHE for recommendations. This position works with the Health Department staff and is Cross-trained in many programs for the Health Department. This person must possess excellent interpersonal communication skills. Quality Improvement practices will be embedded in the everyday workload. This position reports to the Financial Officer and/or the Barton County Health Department Director and has no supervisory responsibility and exercises judgment with some supervision

### FUNDAMENTAL JOB DUTIES:

1. Provides start-up and annual site visits for child care providers for Barton and area counties (to include Barton, Rice and Rush Counties) under a Kansas Department of Environment (KDHE) contract.
2. Conducts Complaint investigations and completes all assigned documentation.
3. Educates child care providers via orientation meetings and newsletters.
4. Provides the services of Child Care and Child Safety Coalition development.
5. Develop on-going training for Day Care Providers.
6. Acquires and maintains the Child Care Passenger Technician Certification.
7. Provides insight into Program Development and ways to increase the amount of daycare providers in the designated Counties.
8. Assists in grant writing as needed.
9. Participates in Cross-training in the Health Department and will assist in coverage when necessary.
10. Other duties as assigned.

## **EDUCATION:**

Bachelor's degree in Early Childhood Development, Nursing, Elementary Education, Human Development, Social Work, and Childcare or a related field.

## **EXPERIENCE / SKILLS:**

Requires attendance of annual program updates. Requires typing, computer skills, mathematical ability, patience, and tolerance of people who are stressed. Experience in a healthcare environment preferred. Must be able to learn new skills as needed and have a willingness to the Team Approach.

## **PHYSICAL REQUIREMENTS / ABILITIES:**

This person must be able to travel on a daily basis. Applicant must have a valid Kansas driver's license. This position requires sitting, standing, bending and occasional lifting up to 30 pounds. This position requires excellent interpersonal communication skills. This position will also require the ability to multi-task and switch tasks quickly and effortlessly. This person needs to be able to respond to situations in a calm and effective manner. CPR certification required.

## **WORKING CONDITIONS / ENVIRONMENT:**

Requires working closely with clients, including infants. High noise level, frequent close visual and mental attention required. Possible exposure to Bloodborne pathogens and communicable diseases. Work is performed in the office environment with all types of people, some in crisis. Work is also in the home environment with sometimes less than optimal conditions. Works with all educational levels and with people of varying abilities. Works with resistive families and may be put in risk at extreme instances.

This work occurs in the clinic, 50% or greater of the time is spent with clients and has occasional risk and discomfort.

These specifications should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job function. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in these specifications.

*Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate. In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.*

*I have reviewed this job description and I can perform the essential functions of this position, with or without, reasonable accommodations. I have also received or have been offered a copy of this job description.*

*Employee Signature* \_\_\_\_\_ *Date* \_\_\_\_/\_\_\_\_/\_\_\_\_

*Department Head Signature* \_\_\_\_\_