



JOINT INITIATIVES *for* YOUTH & FAMILIES

JOB POSTING

Job Title: Quality Improvement Program Assistant - Navigator

Initiative: Alliance for Kids Early Childhood Council-El Paso County

Status: Full Time Non- Exempt

Position Summary

Works in partnership with coaches to deliver services and support to early learning programs as they access incentive funding to move forward in the Quality Rating Improvement System/Colorado Shines and enhance quality in their programs. Will provide assistance to the Quality Improvement Project as needed.

Provide technical assistance to sites entering and working with QRIS/Colorado Shines, manage and process Quality Improvement (QI) usage requests, ensure compliance of QI expenditures with funding requirements, work with coaches and ECE professionals to prioritize usage of funds based on Quality Improvement Plans (QIPs).

Demonstrate dependability and drive in completing work assignments without close supervision, able to balance multiple projects, set priorities, organize work, meet timelines and produce accurate and effective reports, provide project assistance to staff, coaches and managers in the Quality Improvement Project, as needed.

Qualifications:

- ❖ At least 5 years of experience in the provision of early care and education services
- ❖ Working knowledge of the Colorado Shines Quality Rating and Improvement System (QRIS) and the Professional Development Information System (PDIS)
- ❖ Culturally competent practice and experience working with diverse populations
- ❖ Working knowledge of computer technology, including Microsoft Office, Excel Spreadsheets for tracking data, and data entry skills
- ❖ Excellent oral and written communication, interpersonal and time-management skills. Strong organizational skills and ability to multi-task.

Preferred Qualifications

Preference may be given to candidates with the following qualifications:

- ❖ Associate's degree in Early Childhood.
- ❖ Bachelor's Degree.
- ❖ Training in ECERS/ITERS and FCCRS.

Salary: \$15.25 per hr.

How to Apply: Send Resume and cover letter to info@jointinitiatives.org by April 6, 2016.