



Title: Child Care Health Care Consultant /MAT Trainer
Team: Professional Development Status: Exempt Revised January 2025

Reports to: Director of Professional Development

Summary Description

The Child Care Health Care Consultant reviews and approves health care plans and serves as the Health Consultant-of-Record for local child care programs. The Health Care Consultant provides educational programs and technical assistance to help child care programs develop and implement sound health care plans and practices.

Required Qualifications

Candidates **must** possess a valid New York State license as a physician, physician assistant, nurse practitioner or registered nurse.

Ability to participate in the **Medication Administration Training Trainer (MAT) TOT Course** (date/location TBD) and achieve the trainer credential within one year of initial employment.

Preferred Qualifications

Familiarity with New York State Office of Children and Family Services childcare regulations and various types of child care programs demonstrated through at least one of the following:

Experience working with children in a NYS licensed/registered childcare program; or experience as a Health Care Consultant for the Child Care community or Board of Education community; or experience as an approved SUNY Health & Safety Trainer; or other experience that is directly related to the NYS OCFS childcare community.

Minimum of 1 year experience working with adults as a trainer.

Bi-lingual or fluent in languages in addition to English.

Essential Functions

1. Enters into agreements with local child care programs to review their health care plans, provide consultation on NY State regulations and best practices, and serve as Child Care Health Consultant-of-record for those plans that meet NY State regulatory standards.
2. The Health Consultant conducts on-site reviews of current case-load programs to monitor and maintain implementation of health care plans and appropriate documentation. Ensures program staff qualifications for Medication Administration standards and maintains records and tracking reminders for all participating programs.
3. Provides one-to-one technical assistance and consultation to providers on child care health issues by telephone, in-person and at the provider's site.
4. Corresponds with child care providers, regulators, and health providers about health-related questions/concerns.
5. Responsible for providing Medication Administration Training (MAT) according to NY State standards and for certifying those individuals who successfully complete the class.
6. Presents health training workshops that meet the diverse needs of local early childhood professionals, including writing curricula, developing training materials, teaching classes, and evaluating and improving delivery of these services.
7. Stays current with research, regulations and best practice in the early childhood and health field.

8. Is knowledgeable of community resources to which providers and parents can be referred for additional services and support.
9. Participates in outreach efforts in the community representing Child Care Solutions and its provider services.
10. Performs these responsibilities with the understanding that responsibilities and tasks may be modified or expanded over time.

Competencies:

Solid background in pediatric health, effective oral and written communication, presentation skills, strong record keeping and organizational skills, proficient in use of MS Office, especially Excel, strong customer service skills, knowledge of community health resources and ability to collaborate with people from a wide range of economic, ethnic, and cultural backgrounds.

Level of responsibility: Works with moderate supervision, exercises high degree of discretion, confidentiality, and independent judgment.

Working Conditions:

Schedule: 37.5 hours per week, requires flexibility, and occasional weekend and evening hours

Environment: Agency's Syracuse and Auburn offices and onsite training venues at community sites

Travel: **Frequent** local travel throughout Onondaga and Cayuga County, occasional Oswego County, occasional regional meetings and training presentations, infrequent out-of-state travel to conferences or to conduct training.

Customer Responsibilities and Contacts: Extensive contact with providers, occasional contacts with children and parents; frequent service collaborations with other Child Care Solutions teams; frequent contact with NYS Office of Children & Family Services and SUNY PDP representatives, and contacts with community health providers and service agencies.

Generous Benefits: 401K agency contribution and matching, health care contribution, paid holidays and accrued time off allowances.

Physical Requirements:

- Manual dexterity sufficient for frequent use of telephone, keyboard, calculator, and other office equipment
- Ability to receive and convey detailed information
- Ability to sit at a desk for 6 - 7 hours per day
- Ability to stand for 1 - 2 hours for presentations
- Moderate physical exertion: Occasional lifting of up to 25 pounds of equipment or material

Salary: 6 plus, mileage reimbursement