**Child Care Solutions, Inc.**  
**Position Description**

| Team: Regulatory Services | Title: Registrar Level I | Status: Non-Exempt | Updated: August 2015 |

**Reporting Relationships:**  
Reports to: **Registration Coordinator**

**Summary Description:**  
Registrars are responsible for implementing the registration process for school-age and family child care programs in Onondaga County.

**Essential Functions:**

1. Implements school-age and family child care registration activities in Onondaga County, working under the auspices of the NYS Office of Children & Family Services (NYS OCFS) Division of Child Care Services (DCCS) through a sub-contract with the Onondaga County Department of Social Services (DSS).

2. Carries out Registration contract responsibilities including:
   - assisting registered school-age and family child care programs with the application and renewal process;
   - providing preliminary review and approval of applications and renewals;
   - timely entry of data and documentation into the NYS OCFS CCFS database;
   - performing inspections and sign-off for newly registering programs;
   - performing random, unannounced compliance visits;
   - assisting with complaint investigations and overseeing compliance plans;
   - responding to parent inquiries regarding complaint and violation histories of registered school-age and family child care programs;
   - providing technical assistance to prospective and current registered child care providers.

3. Meets all Registration contract performance standards and timelines.

4. With experience, may be assigned additional responsibilities in conducting investigations of serious violations.

5. Maintains accurate, ongoing, positive communication with school-age child care and family child care providers and prospective providers regarding the regulatory process.

6. Works with other agency members to ensure that agency databases include current and accurate listings for the family child care providers operating in our service area.

7. Stays current with NYS regulations and child care best practices.

8. Is knowledgeable of community resources to which providers and parents can be referred for additional services and support.

9. May be assigned to attend agency and community events that include provider participants.

10. Participates in outreach efforts to inform the community about Child Care Solutions and its services.
11. Assists in collecting feedback and data to inform agency services assessment.

12. Performs these responsibilities with the understanding that responsibilities and tasks may be modified or expanded over time.

Qualifications:

Education: Bachelor’s Degree in Early Education, Human Services, Social Work or related field or equivalent education and experience

Experience: Requires 2 years’ experience working in family child care, school-age or other child care settings or experience in home visiting and program compliance enforcement

Competencies: Effective oral and written communication, knowledge of child care operation, regulations and best practices, high level of accuracy and organization, moderately proficient in use of MS Office and/or other databases, strong customer service skills, knowledge of community resources and ability to work with people from a wide range of economic, ethnic and cultural backgrounds

Level of responsibility: Works with moderate level of supervision, exercises limited degree of discretion and independent judgment

Working Conditions:

Schedule: Generally 8:30 AM – 4:30 PM; requires flexibility, occasional evening and weekend hours

Environment: Agency’s offices and onsite home visits

Travel: Local travel throughout Onondaga County, some regional meetings, conferences or training events

Customer Responsibilities: Extensive contact with family child care and school-age providers, some contacts with children and parents; frequent service collaborations with other Child Care Solutions teams; occasional contact with NYS Office of Children & Family Services representatives

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
- Moderate physical exertion: Occasional lifting of up to 25 pounds of equipment or material

Salary Grade: 4 (Minimum range)