



Chinese-American Planning Council, Inc.

Started in 1965, the mission of the Chinese-American Planning Council, Inc. (CPC) is to serve the Chinese-American, immigrant and low-income communities in New York City by providing services, skills and resources towards economic self-sufficiency. Our vision is to be the model service and leadership development organization.

Program Description:

Asian Child Care Resource & Referral (ACCR) is a program offered by CPC that provides free and low-cost culturally sensitive child care resource and referral services to children and families. CPC ACCR is committed to improving the quality of child care services as well as providing a wide range of free technical assistance in addition to free or low-cost training and professional development opportunities for child care programs, providers and potential providers. CPC ACCR can provide child care related information and referrals for the location of Child Care programs, Infant/Toddler programs, Family Day Care, Group Family Day Care, After-School Programs, Summer Camps, Head Start Programs and Pre-Kindergarten.

Position Title: Program Counselor

Location: 165 Eldridge St. New York, NY 10002, field visits is expected

Schedule: Full Time 35 hours per week, occasional weekends

Essential Functions and Responsibilities:

The Program Counselor provides information and assistance in selecting quality and affordable child care; training and technical assistance for child care providers; infant-toddler services; healthcare consulting services. They will regularly interact with child care facilities, external service providers and government agencies. The Program Counselor will report to the Program Director.

- Provide technical assistance on government regulations, regulatory compliances, quality and best practices to licensed child care programs.
- Review and administer Start-up/Health & Safety and QI Grant Applications
- Conduct site visits to child care facilities including family and group day care, center-based child care programs.
- Provide consumer education and information by using agency based model
- Review and monitor Educational Incentive Program
- Input milestones and grants onto the program's database and submit regular reports on a timely manner.
- Maintain collaborative relationships with funding and government agencies and external service providers
- Develop training curriculum and conduct trainings in English and Chinese.
- Perform other duties assigned by the Director.

Qualifications and Skills

- Bachelor's Degree in social sciences preferably in Early Childhood, with at least three years of relevant experience in child care related field and training experience. Familiarity with NYS Child Care System preferred.
- **Bilingual in Chinese and English a must**
- Excellent written and oral communication skills, including interpersonal skills
- Excellent Presentation Skills in English and Chinese
- Flexibility in schedule preferred

Compensation:

Commensurate with experience; excellent benefits package including paid holiday, sick and personal time off. Medical insurance coverage including Dental and Vision; Basic Life Insurance coverage; 403(b) Retirement

How To Apply:

Please send resume and cover letter to: Judy Ah-Yune: jah-yune@cpc-nyc.org and Sumon Chin schin@cpc-nyc.org

Write: Program Counselor in subject line.

CPC is an Equal Opportunity Employer