



CHAMPAIGN COUNTY
REGIONAL PLANNING
COMMISSION

Champaign County Regional Planning Commission

POSITION DESCRIPTION

Position: Family Child Care Mentor
Reports To: Off-Site Programs Manager
FLSA Status: Non-Exempt

Position Purpose:

This position is responsible for implementation of family childcare collaboration programming. A childcare collaboration partner serves children who are receiving childcare services as well as Head Start and/or Early Head Start services at the family childcare partner’s home.

Specific Duties and Responsibilities:

- Implement Active Supervision of Children procedures to ensure each child is safe and accounted for at all times.
- Assist families and providers, in all areas of programming, with completion of necessary enrollment and referral paperwork.
- Plan and implement provider only trainings and Parent meetings, based on the issues, expectations and interest of all the families being served by the Child Care Providers.
- Help providers plan and implement a developmentally appropriate educational program that is inclusive of all children based on best practices as defined by Head Start Performance Standards, NAEYC and Illinois Early Learning Standards.



Early Childhood Education Program

1776 E. Washington St. Urbana, IL 61802
P 217.328.3313 F 217.328.2426
TTY 217.384.3862 CCRPC.ORG



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- Recruit, train and support Family Child Care providers, providing services to infant, toddler and preschool children.
- Recruit and enroll families including expectant families using established priority and eligibility systems. Maintain waiting list and notify families of their status.
- Provide, accurately document, and enter family demographic information, child attendance, program enrollment data, family support, health, dental, and nutrition services.
- Work in partnership with program staff, providers and families, modeling respectful ways of interacting and maintaining confidentiality.
- Ensure that Family Partnership Agreements are complete and appropriate follow-up is documented in the family file.
- Ensure family hard-copy and electronic files are complete, accurate and orderly, containing case notes, child development information, health and disabilities information, communication forms, and family services information to document service delivery and status.
- Prioritize applications using an eligibility and waiting list, notifying parents of status.
- Comply specifically with Head Start Program Performance Standards regarding determination, verification and documentation of eligibility for Head Start/Early Head Start services.
- Attend bi-weekly, team and recruitment meetings.
- Complete weekly and monthly PIR documentation.
- Promote the collaboration with WILL and serve as a Book Mentor, implementing the activities established by WILL and HS.
- Use available technology to increase efficiency, maintain accurate up to date records and accurate up to date reports.
- Participate in professional development experiences, including program self-assessment, as needed and/or required.
- Meet regularly with supervisor, family support team, and other staff as needed and/or scheduled by supervisor.
- Meet DCFS mandated reporting requirements.
- Perform other related duties as assigned.



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Required Knowledge:

- At a minimum, bachelor's degree in Early Childhood or Child Development.
- Must be able to obtain a Family Child Care CDA within 15 months of hire.
- Must be at least 21 years of age with a valid driver's license, car and insurance.
- Must complete Family Partnership training within 18 months of employment
- Knowledge of Head Start and other agency rules and regulations preferred.
- Previous experience with culture management and inclusion initiatives preferred.
- Previous experience with recruiting and working with families preferred.
- Experience working in an early childhood setting preferred.
- Experience working with diverse populations preferred.
- Respect for the principles of Equal Employment Opportunity and Americans with Disabilities Act.
- Must meet all requirements of Illinois Department of Children and Family Services.

Essential Functions:

For any program option and/or event, the ability to:

- align with the vision, mission, and values of the organization
- recruit and enroll children and families
- ability to maintain records and implement a comprehensive, individualized education program for each family.
- maintain child, family, staff, and program confidentiality
- relate well to children, parents, staff and the community
- effectively engage participating children and/or families
- plan and coordinate family and community events
- conduct child observations
- plan data driven instruction
- lead educational activities
- monitor family child care provider homes
- travel to homes, meetings, training, service delivery, and other work sites



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- provide necessary emergency response to children, families and/or staff
- participate outside in various weather temperatures
- work weekends and evenings as needed
- sit, stand, and walk 50% of work week
- travel to family child care homes 20% of work week
- document services 30% of work week
- ride a school bus
- lift and carry a child up to 50 pounds
- build relationships with children and families
- make decisions based on developmentally appropriate practices and trauma informed care
- implement and practice the program's developmental curriculum and classroom management methods with fidelity
- solve and analyze problems
- self-reflect on performance and services
- manage time to meet deadlines, work duties, and work schedule
- ability to work as a team with co-workers
- utilize a computer and data programs to meet program requirements

Work Environment:

- Working with children is physically and emotionally demanding work, requiring patience and energy. Most likely experience children with challenging behaviors, which may include physical and verbal aggression, daily.
- Sitting on the floor with the children
- Occasional bending, squatting, pushing, pulling, lifting, carrying and/or moving up to 50 pounds
- Noise levels fluctuate within the home environment, classroom setting, and office setting.
- Outdoor play in various weather temperatures
- Near-vision use for reading and computer work



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Disclaimer:

The job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Approved by Policy Council: March 25, 2019

Signature of Employee

Date



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