

**Economic Security Corporation
Job Description**

Job Title: Safety & Licensing Specialist
Division: Head Start/Early Head Start
Reports To: Coordinator of Transportation and Facilities
FLSA Status: Non-exempt
Revision Date: March 4, 2021
Job Classification: Grade 5

SUMMARY

The Safety & Licensing Specialist is responsible for helping to ensure that the Head Start/Early Head Start Facilities and childcare partners are compliant with federal, state and local regulations. In addition, this person is responsible for identifying needs and implementing improvements that lead to effective and safe practices related to compliance with childcare licensing.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Conducts quarterly monitoring for the health & safety requirements of HS/EHS facilities. Develops Corrective Action Plans and ensures follow-up is completed on all “out of compliance” areas.
2. Reviews monitoring results with staff, area supervisors, T&F Coordinator, T&F Specialist, and other management staff.
3. Enters documentation of monitoring in the management system software in a timely fashion.
4. Uses reports from the program’s management system to compile and analyze monitoring information results and creates reports that identify program strengths and weaknesses.
5. In collaboration with the T&F Coordinator, makes recommendations for training, technical assistance, and program improvement based on data.
6. Conducts quarterly training for new staff at Head Start 101 on childcare licensing.
7. Conducts training of personnel to improve services and operational activities related to facility and playground safety, when needed.
8. Completes annual Health & Safety inspections with Area Supervisors prior to their Missouri childcare licensing renewal visit. Offers recommendations to Area Supervisors as needed to ensure the program remains in compliance with childcare licensing and Head Start Performance Standards.
9. Completes walk-throughs with Directors, Coordinators, and Area Supervisors when planning for expansion of slots at facilities available for rent/purchase. Offers support to Area Supervisor who will be responsible for licensing the facility.
10. Stays current and remains knowledgeable regarding Head Start and Child Care Licensing regulations as they pertain to facility and playground safety and ensures

staff is aware of this information. Ensures each facility has up-to-date licensing regulation books and other resource materials.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Associate's degree and 2-years' experience and skills in the areas of reviewing/analyzing/reporting data and effectively training others. Experience with childcare licensing regulations is preferred. Proficiency and computer experience in Microsoft Office applications is required.

LANGUAGE SKILLS

Requires excellent interpersonal and communication skills to ensure collaboration and cooperation among several different groups of staff. Ability to write routine reports and correspondence. Ability to express ideas clearly and concisely, orally and in writing, to speak effectively before local community groups or employees.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY

Ability to compile and analyze data and make effective recommendations and decisions. Ability to perform independent audits requiring the utmost discretion and tact. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

The Transportation & Facilities Specialist must have a valid driver's license, reliable transportation, and meet Missouri automobile liability minimum requirements.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk and sit. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and taste or smell. The employee will enter data into a computer database for long periods of time. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of these an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is required to frequently drive to and from Head Start and Early Head Start centers/sites in all weather conditions. The noise level in the work environment is usually moderate. Work is performed within multi-sites. Employee will be exposed to “common” childhood illness, such as colds or flu.

Employee Signature

Date

Employee Name