



# ASSOCIATION FOR CHILD DEVELOPMENT

## Job Description Form

Job Title:	Field Monitor	
Location:	Michigan – Berrien, Cass and Van Buren counties	
Department:	Monitoring	
Reports to:	Michigan State Director	
Level/Grade:	Type of position:	Hours: <u>Varies</u> / week
<input type="checkbox"/> Manager	<input type="checkbox"/> Full-time	<input type="checkbox"/> Exempt
<input checked="" type="checkbox"/> Non-Manager	<input checked="" type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Non-exempt
<b>GENERAL DESCRIPTION</b>		
<p>The Michigan Field Monitor will work with the Michigan State Director and other staff members in the fulfillment of organization and departmental goals to deliver the highest quality of service to licensed Child Care Providers, specifically through the training and monitoring of sponsored Child Care Providers.</p>		
<b>JOB REQUIREMENTS</b>		
<ul style="list-style-type: none"> <li>• Two to three years of work related experience in Child/Family/Human Services.</li> <li>• Must demonstrate exceptional written and oral communication and have the ability to interact with people from diverse cultural and educational backgrounds.</li> <li>• Must be able to work independently and adhere to strict deadlines.</li> <li>• Computer skills: <u>E-mail</u> - ability to send and receive e-mail, open and download attachments, and identify and delete "junk/spam mail".</li> <li>• Must have access to a reliable home computer with internet access (high-speed preferable).</li> <li>• Must have access to a reliable automobile and ability to travel throughout designated service area and to various in-service training locations.</li> <li>• Participate in ACD in-service training sessions and attend conferences as assigned by ACD management.</li> <li>• Physical mobility is necessary to ascend and descend staircases.</li> <li>• Must be able to lift / carry a minimum of 30 lbs.</li> </ul>		
<b>EDUCATION REQUIREMENTS</b>		
<ul style="list-style-type: none"> <li>• High School Diploma required.</li> <li>• Beginner to intermediate level in MS Office including Word, Excel, and Outlook.</li> </ul>		
<b>JOB DUTIES</b>		
<ul style="list-style-type: none"> <li>• Educate Child Care Providers on all Child and Adult Care Food Program (CACFP) requirements, including specific United States Department of Agriculture (USDA), Michigan Department of Education (MDE), and the Association for Child Development (ACD) rules, regulations, and guidelines.</li> <li>• Educate Child Care Providers on nutritional requirements and various CACFP guidelines.</li> <li>• Conduct at least one regular home review each trimester with each Child Care Provider in his/her assigned caseload. A total of three reviews are required in each fiscal year, and at least two reviews must be unannounced.</li> <li>• Observe at least one meal and/or snacks with each Child Care Provider each fiscal year at an unannounced home review. Children must be observed eating for the review to count as a meal observation.</li> <li>• Maintain flexible hours. Conduct special home reviews as necessary including supper, weekend, and shift reviews as required.</li> <li>• Monitor every Provider's child care home to ensure Child Care Providers are in compliance with the CACFP.</li> <li>• Determine situations that are not in compliance and elicit from the Child Care Provider a corrective action documenting each corrective action on the Home Review Form.</li> <li>• Recruit and enroll new Child Care Providers. Return Child Care Provider and outreach calls within 24 hours and report results to the Outreach Coordinator.</li> <li>• Conduct Introductory Visits as required, educating new Child Care Providers on the CACFP.</li> </ul>		

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- Conduct 4-week follow-up reviews within 28 days of the date the Child Care Provider begins claiming.
- Check, verify, and document that the Child Care Provider has all required documentation at each home review including, but not limited to: last 30 days of menus, Permanent Agreement, letter of approval for Child Care Provider's own children, Child Care Provider's last three Home Review Forms, Enrollment Forms for all children in care, and daily attendance listing the first and last name of the child and the time of arrival and departure.
- Verify and document that the Child Care Provider has his/her day care license displayed on the premises; confirm the license is up to date and the Child Care Provider is within licensed capacity. Document and report any cases of over-capacity, abuse, neglect, or other non-compliance issues to supervisor.
- Maintain accurate and up-to-date files on all Child Care Providers.
- Available to work outside one's own assigned territory and assist with other caseloads if deemed necessary by ACD management.
- Other duties as assigned.

### PHYSICAL DEMANDS

Approximate amount of on-the-job work time spent in the following activities:

	Rarely or Never	Up to 1/3	1/3 to 2/3	2/3 and more
Stand			X	
Walk			X	
Sit				X
Use hands to finger, handle, or touch				X
Reach above shoulders	X			
Climb or balance			X	
Stoop, kneel, crouch, or crawl		X		
Talk or hear				X
Taste or smell	X			
Use foot/feel to operate machinery				X

Approximate amount of force to be exerted or weight lifted:

	Rarely or Never	Up to 1/3	1/3 to 2/3	2/3 and more
Up to 10lbs		X		
Up to 25lbs		X		
Up to 50lbs		X		
Up to 100lbs	X			
More than 100lbs	X			

### WORK ENVIRONMENT

Approximate amount of the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

	Rarely or Never	Up to 1/3	1/3 to 2/3	2/3 and more
Wet/humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne pesticides	X			
Toxic or caustic chemicals	X			
Outdoor weather condition	X			

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Risk of electrical shock	X			
Vibration	X			
Work/job related travel				X
<b>REVISIONS</b>				
DATE REVISED	JULY 2017			