

Vinje Lutheran Church 1101 Willmar Ave SW, Willmar, MN 56201

POSITION DESCRIPTION

Date: July 25, 2022

POSITION TITLE: Assistant Director for Licensing & Compliance

Hours: Full Time, 40 hours per week, Childcare Center Hours are 6:30 AM – 5:30 PM Monday-Friday

Benefits: Employee benefits shall be those selected by the employee as customarily provided by the employer.

FLSA: Non-Exempt (Salaried)

Reports to: Director of Childcare Centers

Receives Work Direction From: Director of Childcare Centers, Lead Pastor, Vinje Council

Supervisor to: None

Provides Work Direction to: None

Resource Person to: Volunteers, Teacher's Aide, Parents, Teachers, Teacher's Assistants, Site Supervisors, Assistant Director for Classroom Management, Chaplain, Kitchen Manager, Office Assistant, Director of Childcare Centers, Lead Pastor, Vinje Council

PURPOSE OF POSITION

The Assistant Director for Licensing & Compliance will make sure that the practices of all daycare centers within Vinje Lutheran Church are in compliance with the policies and standards required by the state for childcare and will maintain licensing with various state agencies.

The responsibilities listed below are representative of the job and are not inclusive. **Those marked by an asterisk * are essential functions of the job.** Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

CHURCH EMPLOYMENT RESPONSIBILITIES

Because all employees represent Vinje Lutheran Church, they are expected to conduct themselves according to the goals and mission of Vinje in performing their work.

REPRESENTATIVE RESPONSIBILITIES

- * Help create a productive, positive, and harmonious work environment.
- * Be present where needed, ready to work for all scheduled hours and as needed to meet responsibilities. Includes recognizing when situations require more effort, putting in more time when needed, satisfying responsibilities in a timely manner, providing an example of punctuality and attendance and generally ensuring that all is taken care of in a professional and timely manner.

RESPONSIBILITIES (Include, but are not limited to...)

- * Keep organized and up to date files for all children with necessary documents required by the Department of Human Services.
- * Participates in and coordinates professional development for staff in accordance with MN DHS Licensing Rule 3.
- * Provide tours for prospective clients.
- Respond to parent/guardian concerns.
- * Proactively communicate with families, clients, staff, and licensing to provide exemplary customer service.

- * Cultivate positive relationships with state licensing authorities, families, teachers, and community contacts.
- * Ensure that all centers are following licensing guidelines and requirements to ensure the daily care of every child.
- * Ensure that all safety standards are maintained. This includes, but isn't limited to: supervision, proper staff-to-child ratios, state regulations, and regular inspections.
- * Ensure that meals and snacks comply with the nutritional requirements of the Child and Adult Care Food Program (CACFP) meal plan.
- * Complete all licensing and relicensing requirements with DHS, MDH, MDA, Department of Education, and CDC.
- Write articles, manuals, and other publications and assist in the distribution of promotional literature about programs and facilities.

Other Responsibilities

- Includes other responsibilities identified as needed by the employee and approved and/or assigned by the supervisor.
- Be open to performing other miscellaneous tasks, which may or may not be directly related to your position.

The responsibilities listed above are representative responsibilities intended to describe the general nature and level of work performed by staff members assigned to this position. It is not intended to be an exhaustive list of responsibilities and qualifications required of the position. More detailed listings of duties and tasks are outlined in supplemental documents.

COMPETENCIES

- * Maintain a positive, professional and helpful attitude.
- * Ability to collaborate and work well with others.
- * Demonstrate good people, communication and relational skills.
- * Possess the ability to provide clear direction, written and verbally.
- Possess a solid understanding of the English language.
- * Very capable of following directions, working unsupervised and completing tasks in a timely manner.
- * Great problem-solving skills and ability to deal with conflict and adversity.
- * Ability to multi-task.
- * Proficiency in technology skills as the position demands.
- * Ability to work with the telephone and email system.
- * Demonstrates responsibility, dependability, integrity and honesty.
- * Possess the ability to maintain a sense of order with strong organizational skills and attentiveness to details.
- * Possess ability to recognize and maintain confidentiality.

MENTAL DEMANDS

- * Be aware of what is going on and respond appropriately.
- Follow instructions and be able to complete tasks within appropriate timelines.

- Planning, organizing, and meeting deadlines.
- * Remain calm when dealing with a conflict or dispute.
- Be present and focused on task at hand.
- * Learning new techniques and programs.
- * Ability to exercise independent judgement and make decisions.
- * Ability to work independently.

PHYSICAL DEMANDS

- * Able to speak, see, hear, and respond to child & parent needs and requests.
- * Able to bend, kneel, stretch and reach above head throughout the day.
- * Lift, carry and move using proper techniques up to 50 pounds.
- * Stand or walk long periods of time.
- Able to work longer hours if required.

WORK ENVIRONMENT

- Indoors in classroom setting and in office setting.

TRAVEL REQUIRED

- Be present at Loving Arms Childcare Center & Discovery Hills 3 days per week.
- Travel to all the childcare centers in the county weekly.

REQUIRED EDUCATION AND EXPERIENCE

- 5 years experience working in licensed child care or related field.

ADDITIONAL REQUIRED QUALIFICATIONS

- At least 18 years old.
- Successfully complete standard background check and sexual misconduct check.

EEO STATEMENT

Vinje Lutheran Church is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind. Vinje Lutheran Church is committed to equal employment opportunities for all employees and providing a work environment free of discrimination and harassment. All employment decisions are based on business needs, job requirements and individual qualifications, without regard to race, color, national origin, religion, creed, familial status, marital status, sex, sexual orientation, age, disability, veteran status, status with regard to public assistance, membership or activity in a human rights commission, or any other status protected by the laws or regulations in the locations where we operate. Vinje Lutheran Church will not tolerate discrimination or harassment based on any protected characteristics.

AT-WILL POLICY

Employment is on an at-will basis, which means that employment may be terminated by you or by Vinje Lutheran Church at any time, with or without cause, and with or without prior notice, warning, or disciplinary action.

APPLICANT:

I have reviewed this position description and understand the job requirements and am able to perform the duties of this position.

Signature of Applicant

Date

EMPLOYEE:

I have reviewed this position description and agree it is an accurate representation of the responsibilities of my job. I understand that as an organization's needs change, my position description will change.

Signature of Employee

Date

SUPERVISOR:

I have reviewed this position description and agree that it is an accurate representation of the responsibilities performed in this job.

Signature of Supervisor

Date

Hire Date: _____