Child Care Coordinator III

ROBERT SMITH

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Objective

Child Care Coordinator delivers mental health support and coordination in a pre-school, home and office setting to assist prevention, early identification and intervention with children and families.

Skills

Microsoft Office Suite, Customer Service , Counseling, Case Management, Electronic Medical Records.

Work Experience

Child Care Coordinator III

Child Care Aware Of America - July 2016 – 2020

- Worked with administrative, instructional, and non-instructional staff, to put into place evidence-based trauma-informed systems to reduce re-traumatization, promote student resilience and increase positive academic and non-academic outcomes for students and families.
- Established a comprehensive trauma-informed approach to address both preventative and responsive measures for the program.
- Ensured that existing school and community resources are utilized to work with students identified as being exposed to trauma.
- Provided training and technical consultation to staff and leadership on evidence-based practices and strategies with a particular focus on childhood mental health and Trauma-Informed Care.
- Promoted social-emotional well-being through a trauma-informed infant and early childhood mental health approach by providing mental health expertise to classrooms, homes, and situations. Assessing, evaluating, and creating therapeutic interventions to best support the child and family.
- Supported and collaborated with Education, Home Based and Family Services staff, and the Disabilities and Behavioral Health Team members for the general well-being of children, families, classrooms, and homes.
- Facilitated the creation and implementation of individualization plans with teachers, families, and trans-disciplinary team individualized plans for children.

Child Care Coordinator

Delta Corporation - 2014 – 2016

- Process and mail payments using Excel Spreadsheet.
- Correspond with members on the phone or through e-mail.
- Review PII and process into the system Invoice attendance sheets and process payments Review Carpathia for online applications.
- Received child-care applications and other information from clients and reviews applications for completeness
- Determined applicant eligibility according to CNCS and the Department of Defense policies and accurately confirms and calculates child care subsidy.
- Assisted applicants in assessing and selecting child care options and determines child care provider qualifications according to CNCS and.

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- Served as liaison between parents, child-care providers, and the senior non-profit organizations Subsidy Department personnel as well as advised.

Education

BS in Rehabilitation Services - (University of Maryland Eastern Shore - Salisbury, MD)

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