



The St Joseph Youth Alliance Is Currently Hiring For: **Educare - Early Childcare Educator**

**The Educator's Responsibilities are to
Educate and Support Child Care Providers to
Improve The Quality Of Child Care and
Early Learning Programs.**

MINIMUM REQUIREMENTS:

- A four (4) year Bachelor's Degree in early childhood education, early childhood special education, family or child development, elementary education, psychology, social services or other related field;
- Two (2) years' experience working with children or teachers/staff of a child care and early learning program. (Graduate work in the specified education areas may be substituted for up to one (1) year of experience.)

JOB REQUIREMENTS:

- Problem-solving skills, organizational skills, time management skills, and excellent oral and written communications skills are essential.
- Proficiency in a variety of computer software applications are required including Microsoft Office Suite, email and internet applications.
- Travel is required. Individual must possess a valid driver's license with chauffeur's classification and access to a reliable, insured motor vehicle.
- Individual must pass a background check prior to an offer of employment.

PROGRAM RESPONSIBILITIES:

- Ability to provide positive, outstanding customer service.
- Ability to establish good working relationships with childcare providers.
- Ability to interact positively with a variety of personalities and socio-economic populations.
- Plan, organize and carry out monthly on-site visits to childcare providers on designated caseload.
- Travel outside Buchanan County for monthly visits.
- Attend and participate in monthly Educare provider meetings/support groups and trainings. These are held evenings and weekends.
- Provide Educare Director with a schedule of visits.
- Document all visits, contacts, telephone calls on designated forms.
- Ability to maintain confidentiality.
- Continue early childhood education receiving 12 clock hours per fiscal year.
- Fulfill all state contract requirements.
- Ability to work in a team environment and provide support to fellow team members is essential.

St. Joseph Youth Alliance is an equal opportunity employer and provider of employment training services. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY users can dial 711.

Funding provided by the Missouri Department of Social Services, Children's Division, Early Childhood and Prevention Services Section.

**Send Application along with Resume
& Cover Letter by 10/20/17 to:
SJYA, 5223 Mitchell, St Joseph, MO 64507
Application available at the office or at
youth-alliance.org**