Job Title: Bilingual Quality Navigator
FLSA Status: Full Time, Salary, Exempt
Reports to: Lead Quality Navigator
Salary Range: $41,905-$48,585

Denver’s Early Childhood Council
Mission- Denver’s Early Childhood Council elevates the early childhood field through innovative and inclusive leadership, services, and solutions.
Vision- Denver is a community where the diverse needs of all young children and their families are supported. Please visit us at www.DenverEarlyChildhood.org to learn more about our work. Our team culture and shared values are centered on being supportive, adaptable, and providing opportunities for professional growth both internally and for the early childhood professionals we serve.

Job Summary
The Bilingual Quality Navigator works closely with the Lead Quality Navigator, Director of Quality Initiatives, Council staff, and early childhood educators in Denver to provide support for licensed child care programs and professionals participating in quality initiatives. The Quality Navigator may also assist other Council staff in implementing the mission and vision of the Council.

Knowledge, Skills, and Abilities
Preferred

- Bachelor’s Degree in a related field.
- High level of experience working with and/or knowledge of data management systems such as: ecConnect, Sales Force/Sugar, PDIS, etc.
- Prior experience working for a non-profit or government related entity and familiarity with grant funded contracts.
- Strong knowledge of and commitment to quality early childhood care and education.
- Familiarity with Colorado Childcare Licensing Regulations, Environmental Rating Scale Assessments, and Colorado Shines.
- At least three years’ experience as a family childcare provider, early education teacher and/or in administrative capacity in an Early Childhood Education related field.
- Prior experience speaking to large groups and leading adult-based training sessions.

Required

- Bilingual in English and Spanish. Applicants must be able to read, speak, write and communicate fluently in both English and Spanish.
- Associates degree or minimum 2-3 years of equivalent experience.
- Certified in Early Childhood Professional Credential Level 3 and Early Childhood Coaching Credential or the ability to obtain certification within 1 year of employment.
• Working knowledge of Microsoft Office Suite with special emphasis on Excel and Word; Additional software proficiency a plus.
• Excellent customer service skills with both internal and external partners.
• Experience and understanding how to work with diverse ethnic and economic communities.
• Extremely well-organized, adaptable and able to multi-task and prioritize multiple deadlines with strong attention to detail and accuracy of data entry.
• Excellent communication skills over the phone, in person and through email.
• Effective problem-solving skills, including demonstrated skills in successful conflict resolution.
• Ability to work effectively, both independently and as part of a team.
• Ability to maintain strict confidentiality.

Duties & Job Functions

• Assisting providers in understanding the goals, structure, and expectations of their designated quality improvement initiative(s) in order for their ratings to accurately reflect the quality of their program.
  o Ability to suggest ways to braid funding to best serve the needs of the providers within each funding stream.
  o Maintain a timely and professional relationship with each provider by serving as their subject matter expert regarding all questions and concerns.
  o Provide coaching to Director level professionals by coordinating onsite visits and ensuring continual in-person contact in order to develop and maintain a positive line of communication in order to best support their program needs.
• Maintain a solid understanding of the Quality Rating Improvement System (QRIS) including PDIS and the Colorado Shines system, as well as a working knowledge of the Environment Rating System [ERS] tools.
• Tracking and monitoring program expenditures related to assigned quality improvement work, coaching services, and professional development using the Council’s database system
• Maintain communication with providers regarding their Quality Improvement Fund balances and deadlines.
• Maintain a solid understanding of the ecConnect portal in order to be able to assist each provider with spending requests, grant renewals and registering for professional development trainings.
• Reviewing, approving and placing orders for learning materials and quality support services related to various quality initiatives.
• Gathering invoices for purchased supplies and services; processing corresponding check requests for billing in an accurate and timely manner as assigned.
• Maintain data integrity via tracking forms, reports spreadsheets and databases.
• Attend and assist ongoing professional development trainings/conferences/seminars as needed/assigned.
• Other duties as assigned.

Compensation

Approved 1/30/20
Revised 2/19/20
The Council strives to provide competitive compensation including employer-paid health, dental, life, and disability insurance for qualified employees. Salary is dependent on experience and based on industry standards. As a nonprofit, each Council position is dependent on available grant funding.

**Licensure/Qualifying Standards**
Current, valid Colorado driver’s license.

**Physical/Environmental Characteristics**
Essential duties are routinely performed in a general office environment. Essential duties will sometimes require the use of a personal vehicle. Work on evenings or weekends may occasionally be required due to events/meetings held by Denver’s Early Childhood Council or partner organizations.

**Application Process**
Qualified candidates should submit resume, cover letter, and three references to resumes@denverearlychildhood.org.

**Equal Opportunity Employer**
We do not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age, disability, genetic information or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions are based on job-related factors. All qualified candidates are encouraged to apply.

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**Job Description Acknowledgement**
I have received, reviewed and fully understand the job description for Bilingual Quality Navigator. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name_______________________________________________ Date_______________

Employee Signature____________________________________________ Date_______________

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Revised 2/19/20