

TITLE: WAGE\$ COUNSELING SPECIALIST

STATUS: *EXEMPT*

REPORTS TO: *PROGRAM MANAGER*

DATE: *JANUARY 2020*

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**POSITION SUMMARY:**

Promotes Child Care WAGE\$® IOWA supplements to recipients from funded areas by processing applications and payments against the eligibility requirements, policies, and procedures established for the program as well as performs outreach activities to share information and encourage program participation.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

1. Provides counseling to identified WAGE\$ recipients and potential recipients.
2. Promptly and accurately process applications, review transcripts, calculate award amount, complete employment confirmations, create award letters, etc.
3. Responds to requests for information promptly.
4. Uses the WAGE\$ FileMaker Pro database for processing recipients' accounts and to ensure regular contact is made with WAGE\$ recipients.
5. Provides support to ensure that all requirements of the WAGE\$ license will be met for these recipients, including recruiting, case management and counseling, recordkeeping, data collection and database requirements, conference attendance requirements, project evaluation, and reporting.
6. Recruits providers to participate in the WAGE\$ program. Newsletters, emails, mailings, presentations at trainings, conferences, support groups, and college classes to providers, presentations to targeted center directors, Early Childhood Iowa Boards, College and University Early Childhood Education (ECE) faculty, Child Care Resource & Referral (CCR & R) staff, and other relative partners.
7. Maintains familiarity with the WAGE\$ program and all associated partners, including the community colleges' early childhood education coursework requirements, with the CDA process, with the federal financial aid process, as well as issues of articulation and transfer of credits. Keep up-to-date information on PELL grants and other applicable funding and forgivable loans for the child care workforce in Iowa.
8. Assists with documenting and meeting the goals of the WAGE\$ competency assessment, including active participation at system-level meetings with partners and system leaders. This may include, but not be limited to, Early Childhood Iowa (ECI) component groups and college advisory committees.
9. Provides input to the WAGE\$ Program Manager and the Executive Director to assist in evaluating the project and make recommendations for improvements.
10. Promotes membership in and services offered by Iowa AEYC in presentations and to WAGE\$ recipients.

### **ADDITIONAL DUTIES:**

Performs other duties as directed by the Program Manager and the Executive Director.

### **WORK RELATIONSHIPS AND SCOPE:**

Reports directly to the Program Manager. Works closely with the Executive Director; Iowa AEYC staff and clients in a professional manner.

### **QUALIFICATIONS:**

Minimum of Bachelor degree in Early Childhood Education or related field required, and a minimum of three (3) years of experience working in a regulated child care program with emphasis or education in mentoring/counseling required.

### **CERTIFICATES, LICENSES, AND REGISTRATIONS:**

None

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Proficient use of computer and MS Office Applications; professional demeanor and appearance: interpersonal skills, including the ability to maintain positive relationships with individuals at all levels; ability to write reports, business correspondence, and procedure manuals; ability to effectively present information and respond empathetically to questions from recipients, centers, funders, college faculty, constituent groups, and the general public in a professional manner.

### **WORKING CONDITIONS:**

Work is primarily in an office environment with little chance for personal injury. Deadline pressure is an integral part of the job. Frequent mental and visual concentration for computer usage and reading/assimilating computer information. Position is full time (40 hours per week). Work hours are generally during normal business hours, but on a regular basis include extended weekday and weekend presentations. There will be some variation in work hours due to special projects, deadlines, and other concerns. Requires frequent travel for the purposes of attending meetings, conferences, and speaking engagements. There is an expectation for an active role in community activities.

### **MEASURE OF PERFORMANCE**

Quality, accuracy, timeliness, reliability, and thoroughness of work performed; effective communication; productive working relationships ; good working relationships with clients and co-workers; responsiveness to the information needs of management; soundness of business decisions made; confidentiality of business and financial information.

### **EQUIPMENT OPERATED:**

Utilizes a PC and computer printer for word processing, spreadsheets, email, Internet access, and other specific applications. Utilizes a keyboard, telephone, fax, office copier, and other general office equipment.

### **ACKNOWLEDGEMENT:**

*IOWA ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN-JOB DESCRIPTION*

This job description describes the general nature and level of work performed by the employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the Program Manager or Executive Director of Iowa AEYC. Requirements and expectations of the position are subject to change over time and for possible modification to reasonably accommodate individuals with a disability.

I acknowledge this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this position.

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Received by Employee

Date