

Child Care Services Program Director  
State of Tennessee  
Department of Human Services  
Division of Community and Social Services

The Tennessee Department of Human Services is announcing a vacancy for the Child Care Services - Program Director position. The vacancy is within the Division of Community & Social Services and is responsible for providing state office program direction, supervision, technical assistance and leadership within the Child Care Services Program and to guide its efforts to ensure that social and community services are provided to eligible individuals in a timely and efficient manner while maintaining the integrity of State and Federal regulations.

Serves as the State Administrator for the State of Tennessee in relation to the Child Care Development Fund (CCDF), and oversees the completion of the quality child care set-aside elements including the related data reporting requirements for the CCDF plan. Serves as the point person for coordinating the development, approval, and submission of the CCDF plan every two years. Communicates with other Region IV State Administrators and must be willing to travel to out of state meetings. Oversees the scope development, processing, and management of the DHS child care quality contracts. Utilizes program information and data to make recommendations for statewide child care services planning that is responsive to the needs of families, engages parents and increasing access to child care services for low-income families in Tennessee. Improve coordination of services across Child Care programs, including child care certificate programs. Responds to questions from the public regarding DHS licensed child care services program delivery. Actively networks with other early childhood professionals including participating on early childhood boards and councils. Maintains a positive rapport with DHS licensed child care providers and represents DHS in child care partner meetings. Oversees the states Star-Quality Rating and Improvement System including the promulgation of rules related to that system. Represents the Department in responding to proposed child care related legislation. Oversees the operations of statewide DHS child care programs including the child care assessment program.

The Child Care Services Director reports to the Director of Operations of Community & Social Services and is responsible for all aspects of program and field operations. This includes administrative responsibilities ranging from policy and procedure formulation, evaluation, and implementation; program planning and evaluation; direction of new initiatives and programs; review and analysis of legislation as it pertains to the program; approving expenditures of grant monies; and serving as a mentor for the professional growth of Child Care staff. Administration of this program requires the management of approximately 250 professional and support level positions state-wide.

A candidate must possess strength in strategic thinking, program administration, and process design/implementation; possess a strong sense of self and confidence in his or her abilities; and provide sound counsel through staff coaching/development. The department is seeking a candidate with a proven ability to forge strong relationships with staff, the general public, and

community partners. The candidate must maintain a focus on continuous quality improvement, be performance driven, provide a rapid response when problem solving, and manage staff relationships in such a way to promote individual and professional growth amongst the team.

To be eligible to apply for this position an applicant:

- Must possess a Bachelor's degree in a social sciences field such as social work, psychology, public administration, or other Human Service field. However, a Master's degree in Human Service field is preferred.
- Must have minimum of 5 years supervisory experience.
- Must be able to demonstrate the ability to foster teamwork and progress toward a stated vision with a large scale workforce.
- Must have exceptional writing and verbal skills, including presentation and public speaking skills.
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed
- Must possess a strong emotional intelligence that aids in successful interpersonal/professional relationship.
- Extensive early childhood related experience
- Director level supervisory experience

Interested applicants, please email your resume and a cover letter to [christie.williams@tn.gov](mailto:christie.williams@tn.gov).

***Pursuant to the State of Tennessee's policy of nondiscrimination, The State of Tennessee Department of Human Services does not discriminate based on race, sex, religion, color, creed, pregnancy, national or ethnic origin, age, disability, or military services in its policies, or in the admission or access to, or treatment or employment in, its programs, services or activities.***