

Compliance Specialist

A Children's Place DCC

Jamestown, NY 14701

Other

Full-time, Temporary

Onsite

\$35,000 - \$40,000 a year

Posted on April 29, 2026

Organization Statement

A Children's Place mission is to provide safe, healthy and happy childcare for children ages six weeks to five years of age without regard to race, religious affiliation or social-economic status.

Job Description

The Compliance Specialist works closely with ACP administrators and staff members to ensure they are fully aware of and trained in policies, procedures and practices which ensure the safety and well-being of the children enrolled in ACP, through full and demonstrated compliance with OCFS regulations.

Responsibilities

The Compliance Specialist will:

- Review all existing ACP policies, procedures, and practices, especially as they relate to compliance with OCFS regulations.
- Share results of the review with ACP director and supervisor
- Make recommendations to ACP director and supervisor for improvements in ACP policies, procedures, and practices.
- Work closely with ACP director and staff to implement all revised policies, procedures, and practices, including educating and training staff.
- Regularly observe and document staff interactions with children in classroom and recreational settings, as well as transitional periods to ensure policies, procedures and practices are followed.

- Report regularly to ACP director and supervisor regarding observations and recommendations.
- Work closely with director to prepare office and staff for OCFS investigations during probationary period.
- Provide documentation as needed to OCFS.
- Provide final report to ACP director and supervisory upon completion.

Qualifications

Must have extensive knowledge of NYS OCFS Daycare Regulations.

Minimum 3 years supervisory experience in NYS childcare setting or equivalent experience.

Bachelor's degree in early childhood education; NYS certification in early childhood education or equivalent experience.

- **Minimum Education Level:** CDA Credential
- **Preferred Education Level:** Bachelor's Degree

Application Instructions

To express interest, please submit your resume and cover letter to director@acpdaycare.com

Language Requirements

English