



## JOB ANNOUNCEMENT

### **Open Recruitment (#1308)**

**Open Date: 4/15/10**

**Close Date: 4/30/10**

<b>Position:</b>	Family Child Care Option Specialist	<b>Reports to:</b>	State Child Development Director
<b>Program:</b>	State Child Development (SCD)	<b>Location:</b>	San Luis Obispo
<b>Salary Grade:</b>	18.5	<b>Shift:</b>	M-F, 8:00am – 5:00pm
<b>Salary Range:</b>	\$17.03 - \$23.97/hr.	<b>Status:</b>	Regular, FT, 40hrs/wk
<b>FLSA:</b>	Non-Exempt	<b>Benefits:</b>	Yes
Additional \$0.25/hr bilingual & \$0.25/hr biliterate differential provided, pending examination			

### **BILINGUAL/BILITERATE REQUIRED**

#### **Position Summary:**

Under the direct supervision of the State Child Development Program Director, The Family Child Care Option Specialist (FCCOS) will manage the Family Child Care Option program and implement the established program. Coordinates and assists with training and workshops for staff, providers and parents in the program. The FCCOS establishes a working relationship with the local resource and referral agency of each county to obtain names of licensed providers that will provide child care for our eligible low income families. Maintains and provides a list of potential providers for families, from which they may select and screen. The FCCOS maintains a caseload of children, monitors providers in their service area, and conducts regular site visits to the center base and the various family child care providers that are contracted with Child, Youth and Family Services (CYFS) programs.

#### **Responsibilities & Duties: (Family)**

1. Coordinates the Family Child Care option of the program with Center Directors, Center Supervisors and Family Child Care Specialists that operate State Funded Center Based programs.
2. Works closely with the Program Director, Center Director, Center Supervisors, Family Child Care Specialists, and Area Managers to develop program plans and ensures the implementation.
3. Works closely with the Program Director to develop grants as needed for the program.
4. Assists the Program Director and Program Coordinator with planning and conducting the program's annual contract monitoring review.
5. Assists the Program Director and Program Coordinator with updating and implementing program policies and procedures.
6. Participates in meetings with the CYFS Technical Support Team to coordinate training for FCC staff.



## JOB ANNOUNCEMENT

7. Participates in the CYFS Division functional team meetings to help update and implement policies and procedures.
8. Coordinates and monitors children's attendance and projects contract earnings with the Program Director and CAPSLO Finance Department.
9. Recruits, enrolls and re-certifies children in the Family Child Care Program or in the Center Base option in each area according to the State Child Development and Center Base eligibility criteria.
10. Promotes parent involvement and provides program orientation to all parents.
11. Supports State Child Development families and helps to identify problems and concerns. Meets with parents to fill out the Family Survey or the Family Partnership Agreements and helps them to locate and connect with community resources.
12. Assures all children and provider files and records are in compliance with State Child Development exemplary program.
13. Provides information and orients families to health insurance and nutrition programs and their requirements. Assists families in locating sources of health and dental care. Aids parents in finding and identifying a medical home. Participates as needed with special health screening, and assists the Health Coordinator with medical and dental data control. Assists in identifying special needs children.
14. Works closely with the Program Director and all specialists, coordinators, Migrant & Seasonal Head Start Deputy Director, and Area Managers on day-to-day operations as needed.
15. Obtains pertinent medical and educational information needed for documentation for special needs children.
16. Conducts home visits with parents as required and needed in service areas.
17. Coordinates with specialists on area management for children.
18. Ensures that providers are trained on program standards and state requirements.
19. Maintains provider and parent files that adhere to performance standards.
20. Conducts a regular child observation and documents on anecdotal record in service areas.
21. Performs other duties as needed.

### **Responsibilities & Duties: (Provider)**

1. Conducts site visits to monitor providers in the assigned areas.
2. Recruits and contracts licensed child care providers to provide child care services for eligible children in the State Funded Program.



## JOB ANNOUNCEMENT

3. Provides program orientation and on-site training and technical assistance for all child care providers in their assigned areas.
4. Develops and provides educational materials and curriculum activities for all child care providers which includes; child nutrition, child abuse reporting procedures, health and safety information.
5. Distributes supplies and equipment during the program year. Maintains a log of all equipment lent out, and picks up all equipment at the end of the program year.
6. Assists in conducting the yearly compliance review as it pertains to the Family Child Care and Center Based options.
7. Attends all necessary meetings, workshops and conferences.
8. Develops and writes program procedures and updates as necessary.
9. Reviews child attendance sheets monthly, calculates hours and rate of payment and gives sheets to the finance department.
10. Performs other duties as needed.

### **Responsibilities & Duties: (Program)**

1. Provides training and direction to Family Child Care Specialists.
2. Develops and writes program procedures and updates as necessary.
3. Maintains enrollment reporting for the Family Child Care program.
4. Maintains a caseload of forty or more children from multiple program contacts.
5. Conducts child care parent and provider orientation and training.
6. Attends training (statewide meeting, regional meetings, etc.) to improve program delivery and quality.
7. Provides education and/or represents the State Child Development programs at appropriate workshops, conferences, and meetings, as needed.

### **Minimum Educational and Experience Requirements:**

1. Bachelor's Degree in Early Childhood Education (ECE), Child Development (CD), or related field.
2. Must have a minimum of twelve ECE/CD units (1).
3. Must have two years of teaching experience. (2)
4. Must have three infant/toddler development units or complete within one year of employment.



## JOB ANNOUNCEMENT

5. Previous experience in public relations is highly desirable, including public contact and liaison activity, giving presentations, training and workshops.
- (1) Units in ECE/CD include course work in early childhood education/child development and at least one course in each of the following core areas 1) child/human growth and development 2) child, family and community, or child and family relations; 3) programs/curriculum. Must have received passing grade of "C" or better or credit.
- (2) Experience must be in a licensed day care center, comparable home day care or group child care program for children ages 0 - 5 under the supervision of a person who would qualify as a Center Supervisor. College internships and labs served in a licensed day care center will count as experience.

### **Other Requirements:**

1. Must be bilingual and biliterate in English and Spanish.
2. Must have knowledge of Licensing Child Care Regulations (Title 22 and Title 5).
3. Must demonstrate strong organizational skills, time management and paperwork skills.
4. Must have excellent written and verbal communication skills.
5. Must maintain confidentiality at all times.
6. Must be able to work evening hours and frequently travel out of county as needed.
7. Must demonstrate good program planning, recordkeeping and reporting skills.
8. Must be able to present ideas in a clear, concise and literate manner; both verbally and in writing.
9. Must be able to work with minimum supervision.
10. Must be able to work cooperatively with persons in the child care field.
11. Must have emotional maturity, stability and tactfulness.
12. Must be able to provide professional leadership in developing child care resources.
13. Must be computer literate with knowledge of MS Office, MS Word and Excel.
14. Must have dependable, insured transportation and valid California Driver's License (mileage to be reimbursed) and acceptable driving record. A DMV printout and proof of insurance will be required.
15. Must pass health screening and TB skin test or chest x-ray prior to beginning employment.



## JOB ANNOUNCEMENT

16. Employment is contingent upon meeting all job requirements and background requirements: criminal history check, education verification, acknowledgement of child abuse reporting responsibility, criminal record statement, etc. A criminal history clearance is required within seven days of completing the Live Scan.
17. Must be able to relate well to all people of the community regardless of color, national origin, religion, sex, pregnancy, age, marital status, veteran status, sexual orientation, disability or socio-economic level.
18. Must use reasonable precautions in the performance of one's duties and adhere to all applicable safety rules and practices; and act in such a manner as to assure at all times maximum safety to one's self, fellow employees, clients and children.

### **Physical and Environmental Requirements:**

Position requires intermittent sitting, standing, walking, twisting, bending. Must be able to lift up to 40 pounds. Simple grasping and hand manipulations required as well as reaching above and below shoulder level. Must be able to withstand exposure to noise in a day care environment. Must be able to drive to meet with families, providers and children.

### **Applicant Information**

**Filing Procedure:** A completed Community Action Partnership Employment Application must be received the main office located at 1030 Southwood Drive, San Luis Obispo, CA 93401, or designated office, no later than 5:00 p.m. on the closing date. Applications may be obtained at the main office or at [www.capslo.org](http://www.capslo.org).

**Selection Process:** All qualification requirements must be met by the closing date of this announcement. Applications will be evaluated on the extent and quality of submitted application materials.

**Employment Requirements:** All offers of employment will be conditional upon satisfactory completion of all job requirements listed the job announcement, including but not limited to references, criminal history background checks, pre-employment drug tests and health screenings. All appointments are subject to post employment verification and documentation of one's identity and legal right to work in the USA in compliance with the Immigration Reform and Control Act of 1986. All regular and seasonal status new hires will serve an "at will" six (6) month introductory period.

**Internal Recruitments:** Only current regular, seasonal and limited term employees may apply during the internal recruitment period. Internal transfers (positions in the same or a lower salary grade) require three months successful employment in their current position and promotional transfers (positions in a higher salary grade) require six months of successful employment in the current position.

**Benefits:** Full time regular, seasonal and limited term employees are eligible for 100% employer paid benefits. Part-time regular, seasonal and limited term employees, working 20-29 hours per week on a regular basis are eligible for 50% employer paid benefits. Benefits include medical, dental, vision, life and AD&D insurance; paid vacation, paid sick leave, 13 paid holidays per year and opportunities to participate in a 403 (b) retirement plan and section 125 cafeteria plan.

EOE/ V/ ADA/ Drug Free Workplace/ Asset Infused Organization