

FAMILY RESOURCE & REFERRAL CENTER

Serving the Community for over 30 years

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www.frrcsj.org

Child Care Assistance - Child Nutrition - Community Resource & Referral - Early Care & Education - Administration



JOB ANNOUNCEMENT:

The following opening is available for qualified candidates. This is a full-time non-exempt position with a salary of up to \$19.67 per hour. Interested candidates can obtain an employment application at our website: www.frrcsj.org or in person at our office listed above. Applications must be submitted with a resume. Applications and resumes may also be faxed to the Human Resources Department at (209) 461-3091 or submitted to our office. This position is open until filled.

Job Title:	CHILD CARE SPECIALIST
Department:	Early Head Start
Reports To:	Program Supervisor
FLSA Status:	Non-Exempt
Grade Level:	04

Family Resource and Referral Center (FRRRC) employee responsibilities include becoming familiar with all programs operated by FRRRC.

GENERAL SUMMARY:

Under the supervision of the assigned supervisor, performs the necessary duties to assist in the planning and implementation of a comprehensive child development program in Family Child Care Home (FCCH) settings or Early Head Start (EHS) pregnant women/home-based program.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, with other duties as assigned:

- Assist with interpretation of child/family eligibility and programmatic issues.
- Recruit and register eligible children and families.
- Recruit and develop FCCH providers and resources to match identified family needs.
- Provide EHS services to pregnant women and children, including prenatal and postnatal development and early childhood development.
- Provide a parent education program meeting the requirements of the EHS pregnant women program, utilizing community partners and experts.
- Inform providers, parents, and community agencies about the need for child care service agencies regarding program activities, procedures and problem areas.
- Provide information and technical assistance to potential FCCH providers (e.g., licensing process and program development).
- Initiate and complete program-required forms for providers and families, i.e., Family Partnership Agreement
- Conduct developmental screenings and assessments of enrolled children and women.
- Conduct FCCH provider assessments.
- Collect and prepare monthly attendance and other reports.
- Monitor FCCH and other EHS program quality.
- Provide in-home training to FCCH providers, staff and parents.
- Develop, schedule and present workshops/orientations on program and child development topics.
- Refer families to needed community services.
- Encourage family engagement in program activities.
- Contribute to the development of printed materials, including newsletters, flyers, and brochures.
- Develop and schedule lectures and workshops on child care and development issues for parents, providers, staff, and community agencies and organizations.

KNOWLEDGE OF:

Various types of child care, public and private, and community service agencies.
Child growth and development, early childhood education, including appropriate care-giving practices, especially for infants and toddlers.
Adult training strategies.
Family Child Care Home State Licensing Regulations.
Head Start Performance Standards and Early Head Start pregnant women guidance.
Family Child Care Home Education Network Funding Terms and Conditions and Title 5 Regulations.
Family support strategies for serving low-income, culturally-diverse families.

ABILITY TO:

Communicate effectively with child care providers, parents, children, and agency/business representatives; gather information about problems and identify possible solutions
Bilingual and/or bi-literate ability is desirable.

ENVIRONMENT:

FCCH, home-based, and office environment.
Constant interruptions.
Drive a vehicle to conduct work.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information.
Seeing to monitor students and read a variety of materials.
Bending at the waist, kneeling or crouching to assist students.
Standing for extended periods of time.
Dexterity of hands and fingers to manipulate specialized apparatus (e.g., latches, levers and switches on certain devices like gates, cribs and playground equipment) and standard office and classroom equipment.
Pushing, pulling and lifting light- to medium-weight objects.
Frequently standing, walking, and sitting.
Facility to drive a car.

ATTENDANCE IS AN ESSENTIAL FUNCTION OF THIS JOB

EDUCATION AND EXPERIENCE:

An Associate Degree in Child Development, Early Childhood Education, or a related field is required. Six (6) units infant/toddler development is preferred. A baccalaureate degree in Early Childhood Education or related field is desirable. One year of experience in Early Childhood Education field is required. Three years of experience in the Early Childhood Education is desirable; some experience training adults is preferred.

LICENSES AND OTHER REQUIREMENTS:

Pediatric CPR/First Aid Certification.
Some positions in this class may be required to possess bilingual skills in a designated second language.
Valid California driver's license.
Possession of a valid California Child Care Permit preferred.
Be insurable and maintain insurability.
May be required to provide own transportation.

Our programs are on a yearly contract basis.