

SOLANO FAMILY & CHILDREN'S SERVICES

421 Executive Court North – Fairfield, CA 94534 - (707) 863-3950 – Fax: (707) 863-9774

Job Announcement

Family Services Specialist, Job #22 Child Care Subsidy Program

Primary Functions: Determine initial and continuing parent eligibility for subsidized child care services in accordance with program regulations; maintain client caseload; provide supportive services; conduct group parent orientations.

Minimum Requirements: Two years experience in a position involving community or social service work; one year interviewing and caseload management experience; experience determining eligibility for a public assistance program preferred. Degree or certificate in human services or similar area of study preferred; or equivalent combination of education/experience.

Knowledge, Skills & Abilities:

Strong communication (verbal and written), organization, customer service, and critical thinking skills. Ability to work as part of a team; knowledge of and ability to use computers for client data, word processing and calendar of events; ability to travel throughout California to attend conferences, workshops, trainings and community meetings. Bilingual skills (Spanish) helpful.

CA Driver License and dependable auto with appropriate insurance coverage.

Reports to: Subsidy Supervisor

Work Schedule: Full time, Monday through Friday

Benefits: Medical, Dental, Life, Flexible Spending Accounts, Retirement, Holiday, Vacation, and Sick leave.

Starting Salary: \$20.22 per hour

Application Information Open until filled. An agency application form must be completed and submitted to:

Solano Family & Children's Services - Attn: Human Resources
421 Executive Court North, Fairfield, CA 94534

The position will require a pre-employment, post job offer agency paid drug screen and TB clearance. Employment is conditional pending satisfactory results of all required tests.

To receive an application:

- Go to www.solanofamily.org
- Email kparkham@solanofamily.org
- Call (707) 863-3950 Opt. 7
- Visit 421 Executive Ct, N, Fairfield, CA

An Equal Employment Opportunity Employer M/F/D/V

11/16/16

The purpose of this agency is to promote and advocate for the well-being of children and families in Solano County
By providing Subsidized Child Care, Resources & Referrals, Provider/Parent Training and Education, the
Child Care Food Program and Community Outreach to address the community's diverse and ever changing needs.