

SOLANO FAMILY & CHILDREN'S SERVICES

421 Executive Court North -Fairfield, CA 94534-4019

Tele: (707) 863-3950 - Fax: (707) 863-3975 - Toll Free: 1-888-861-1594 - E-mail: info@solanofamily.org

JOB ANNOUNCEMENT

Job #63

Position Title:	Resource & Referral Specialist II – Trainer		Rate of Pay:	\$21.23 Hourly
Bilingual:	Spanish - Required	Management: No	Department:	Resource & Referral
Reports to:	Resource & Referral Program Manager		Open Until:	Filled
Hours:	<input type="checkbox"/> FT <input checked="" type="checkbox"/> PT	25 hours per week	Release Date:	February 22, 2017

General Purpose of the Job: Create and provide CA. State Department of Education approved Preventative Health and Safety Practices training to child care providers in Solano, Napa, and Marin Counties. Assist management in developing, implementing and applying policies and procedures related to Preventive Health and Safety Practice regulations. Other duties as required.

Minimum Requirements: At least one year training and development experience preferred; experience creating, organizing and preparing training materials preferred; two years experience in a position involving community, social services, or working with child care providers; AA degree in Liberal Arts, English or Training Certificate preferred; OR equivalent combination of education and experience. Bilingual Spanish required.

Knowledge, Skills & Abilities

Strong Communication (verbal and written); organization, customer service, and critical thinking skills. Knowledge of and ability to use Microsoft Word, Publisher and Excel; knowledge of adult learning styles and presentations skills; knowledge of child care and development services requirements; ability to travel for trainings, meetings, workshops and seminars as needed.

Work Schedule: Part-Time flexible schedule including evenings and weekends – 25 hours per week.

Benefits: Flexible Spending Accounts, Retirement, Holiday and Sick leave.

Application Information: An agency application form and resume must be completed and submitted to:

Solano Family & Children's Services - Attn:Human Resources-421 Executive Court North – Fairfield, CA 94534 or emailed to kparkham@solanofamily.org

To Receive an application, you may:

- Visit our website at www.solanofamily.org
- Request via email at kparkham@solanofamily.org
- Call the Job Hotline at (707) 863-3950 Opt. 7
- Visit our office

Additional Information:

- Only the most qualified candidates who meet the job requirements will be invited to test and interview.
- Employment is conditional pending satisfactory results of all requirements.
- The position requires a pre-employment (post-job-offer) agency-paid drug screen, TB clearance and criminal background check.
- CA Driver License and dependable auto with appropriate insurance coverage.
- SFCS is an Equal Employment Opportunity Employer M/F/D/V.