

Solano Family & Children's Services

421 Executive Court North * Fairfield, CA 94534* (707) 863-3950 option 7 * Fax (707) 863-9772

Job Announcement/Description

Family Navigator/Trainer – Bridge Program -- #71

Position Title:	Family Navigator/Trainer (Resource & Referral Specialist II)	Type of Position:	Full-Time
Work Days:	Monday – Friday	Open To:	Public
Hours:	Varies	Open Until:	Filled
Department:	Resource & Referral Program	Management:	NO
Reports to:	Resource & Referral Program Manager	Date Updated:	5/2/18
Salary:	\$20.22 Hourly	Position Status:	Non-Exempt

General Purpose of the Job:

- Provide Family Navigation to families applying for services through the Emergency Child Care Bridge Program
 - Assist families in obtaining and accessing emergency child care, completing child care program applications and enrolling child into child care that meets their needs
 - Connect families to programs and services throughout Solano County including school readiness and ongoing child care subsidies
 - Develop a family support plan with the family for long-term child care including plans where possible to minimize child care transitions or disruptions for the child
- Provide trauma-informed education, training and coaching to child care programs
 - Training includes, but not limited to, infant and toddler development and research-based, trauma-informed best care practices for children in the child welfare system
 - Provide coaching to child care providers caring for children enrolled in the Emergency Child Care Bridge Program to assist them in applying training curriculum and learn strategies for working with children in foster care
- Track and collect data required for reporting to program funding source
- Assist management in developing, implementing and applying policies and procedures related to the Emergency Child Care Bridge Program
- Participate in community meetings, outreach and training events
- 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 Child Development, Liberal Arts, English or Training Certificate preferred; OR equivalent combination of education and experience
- Must be able to work a flexible schedule including evenings and weekends

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

Special Licenses or Certificates

CA Driver License and dependable auto with appropriate insurance coverage.

Essential Functions	Description of Essential Functions
Develop Training Flyers, Materials	Identify training requirements for Trauma-Informed Care for Child Care Providers, develop procedure/training materials; collect and organize new training and regulative information and develop new materials as needed.
Training	Provide classroom and on-site training to Child Care Providers by using Trauma-Informed Care training methods and materials.
Coaching & Mentoring	Provide coaching to child care providers caring for children who have experienced trauma, working with the provider and child's unique and individual needs and implementing best practices and support services as applicable.
Training Calendar	Plan and develop monthly training schedule for trauma-informed training topics and coaching schedules.
Track & Submit Documentation	Track and collect data including, but not limited to, number of referrals to the Navigator, number of families served by Navigator, number of trauma-informed trainings held, number of child care providers trained, number of coaching sessions, and number of child care programs and providers served.
Physical Requirements	Ability to lift at least 20 lbs.: move chairs, tables, training materials Ability to bend, twist, stoop. Ability to use computer, copy machine, fax machines, etc. Ability to speak clearly and communicate information to staff in classroom.
Other Duties	As assigned.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Application Information: 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
 Or emailed to kparkham@solanofamily.org

To obtain 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 option 7
- Visit out office at 421 Executive Court North, Fairfield, CA 94534

Additional Information:

- Only the 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

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