



**GLENN COUNTY**  
OFFICE of EDUCATION

Child and Family Services

# JOB ANNOUNCEMENT

Position Title: **Child Care Case Manager**  
Program: Child Care Resource and Referral  
Salary: \$17.42 to \$18.81 per hour with benefit package  
Work Year: 40 hours per week: 12 months, 250 paid days

**Deadline: Until Filled**

## Qualifications

- High School Diploma or GED
- Twenty-four units in a Human Service field or willing to obtain within the first year of employment.
- Two (2) years' experience working in a State or Federal funded program
- Proof of COVID-19 vaccination or consent to weekly testing with exemption
- Must have a valid California Drivers' license, reliable transportation and proof of vehicle insurance.
- Ability to lift and/or move up to 10-25 pounds and occasionally up to 50 pounds.
- Bilingual English/Spanish **Desired**

## Responsibilities

- Responsible for a caseload of approximately 80 families
- Enroll families in subsidized child care contracts
- Collect, analyze and maintain documentation to establish/maintain families' eligibility and need
- Evaluate families' income to determine whether family is fee paying and the amount of fee
- Determine and certify families' child care needs
- Receive and process monthly child care provider payment
- Support enrolled families and their child care providers to have a positive working relationship by answering questions and providing technical assistance
- Provide information and assistance regarding Trustline (criminal record clearance), and follow-up to ensure required clearance for exempt child care providers
- Establish/maintain hard copy and electronic files for enrolled families and exempt child care providers that include all current and required information/documentation
- Provide information about State and Federal funded child care options, and assist families to become part of the Eligibility List
- Provide child care referrals and counsel parents to make informed decisions about child care
- Provide information and technical assistance regarding child care licensing, child and family related issues, and referrals to community resources

## Application Procedure

### Applications without the required documentations will not be considered

1. Complete Application and Resume
2. Copy of High School Diploma/GED
3. Copy of Unofficial Transcript(s)
4. Letters of Recommendations (1 professional and 1 personal)

### How to Apply

- Applicants can apply online at [www.glenncoe.org](http://www.glenncoe.org), by clicking the tab "career opportunities."
- Child and Family Services  
Miriam Lopez, HR Manager  
676 E. Walker Street, Orland CA 95963  
530-865-1267 ext. 2211  
[mlopez@glenncoe.org](mailto:mlopez@glenncoe.org)