



GLENN COUNTY
OFFICE of EDUCATION

Child and Family Services

JOB ANNOUNCEMENT

Position Title: **Child Care Case Manager & Support Specialist**
Program: Child Care Resource and Referral
Salary: \$18.81 to \$19.81 per hour with benefit package
Work Year: 40 hours per week: 12 months, 250 paid days
Deadline: Until Filled

- Associate Degree in Human Service field -- Bachelor's Degree desired.
- Two (2) years' experience working in a State or Federal funded program
- Experience in Adult Training
- Knowledgeable of local resources
- Proof of COVID-19 vaccination or consent to weekly testing with exemption
- Ability to lift and/or move up to 10-25 pounds and occasionally up to 50 pounds
- Valid driver's license and insured reliable transportation
- Bilingual English/Spanish **Required**

- responsible for a caseload of approximately 60 families
- collect, analyze and maintain documentation to establish families' eligibility and need, certify child care schedule, and determine amount of family fee
- receive and process monthly child care provider payments
- provide Trauma-Informed Care training and coaching to child care providers
- assist foster families in locating immediate child care and related resources
- 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 Guardian (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, resources, and technical assistance regarding child care licensing and child and family related issues

Applications without the required documentations will not be considered

1. Complete Application and Resume
2. Copy of Associate Degree or Bachelor's Degree
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, 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