

## Employment Opportunity

### Community Child Care Council of Santa Clara County, Inc. (4C Council)

**Position:** Case Manager in the 4C Subsidized Child Care Department - Full Time

**Salary:** Competitive Salary and Benefits

**Application Deadline:** until filled

**Reports to:** Program Supervisor

**Position Description:**

The case manager in the agency's subsidized child care department assists low income parents who work or attend school in obtaining and arranging child care payments to their chosen child care provider. The Case manager functions as a family partner and provides resources that will support parent to achieve self sufficiency and to help families achieve hope, to learn and succeed. The effective Case Manager is comfortable with technology, problem solving, relationship building and coaching parents.

**Example of Duties and Responsibilities:**

- Determines eligibility and need for service in accordance with State Department of Education program requirements.
- Maintains family files (hard copy and electronic )
- Links families with community resources and may coordinate services with appropriate agencies.
- Provides community resources, information and support about child development/education/parenting issues.
- Engages parent in a positive relationship, supporting progress toward family goals

**Qualifications Include:**

BA degree in Social Work, Child Development, or social service related field.

Prior paid professional experience working with parents and families providing parent education or family support preferred.

**Other skills and abilities required of the successful candidate:**

- Ability to engage with others in a positive, friendly, energetic and helping manner
- Strong problem solving skills
- Ability to express empathy and caring in the context of professional relationships
- Great communication skills - written and verbal
- Knowledge and understanding about families in poverty
- Computer literacy a must
- Knowledge about parent education, employment resources, child development
- Bilingual in Spanish preferred.

**License or Other Requirements:**

Must have access to a dependable car with minimum legally required insurance coverage, and possess a current California driver license. Ability to travel to attend meetings. May occasionally work evening hours.

**For consideration please send resume with cover letter to:**

Human Resources Department

Simone Robinson

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San Jose, CA 95131

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408-577-1453 Fax