



Employment Opportunity

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

Position: Subsidized Program Supervisor

Salary: Competitive Salary and Benefits

Application

Deadline: Position Open Until Filled

Reports to: Subsidized Program Manager

Agency Background:

The Community Child Care Council (4C Council) is a non-profit, community-based agency that serves as the community childcare link for families and childcare professionals who live and work in Santa Clara County, California. The agency and its staff are proud to serve the Silicon Valley families, for more than 35 years, with the support of the California Department of Education and other funders. The 4C Council provides education, information, referrals, childcare payments, and family supportive services to over fifty thousand parents, children, early care and education providers each year.

Position Summary:

The Subsidized Program Supervisor provides administrative and programmatic support to the Program Manager in all aspects of the subsidized department leading to quality subsidized childcare services to eligible families and children. The Program Supervisor supervises program staff in the delivery of services to clients, in conjunction with program guidelines, agency policies and with the mission of the organization.

Example of Duties and Responsibilities:

- Supervises Case Management staff to implement and process required criteria and documentation.
- Evaluate performance and ongoing development and training of department staff on program requirements, policies and professional customer service to clients.
- Maintain full knowledge of program guidelines. Able to learn and apply all functions of the department.
- Assist Program Manager to represent 4C Council in community and public activities.
- Assist with the quality control of Subsidized Program services and database.
- Assist in management information system development by overseeing and maintaining computer database information.
- Maintain a caseload amount assigned by the Program Manager.
- Attend meetings to provide or obtain information.
- Promote and protect the full interest of the organization and its services.
- Able to work extended hours to meet agency and client needs.
- Maintain full confidentiality of information of clients and all agency matters.
- Works collaboratively as a team with other supervisors and management in all areas of the department, including in the absence of the Program Manager.

Qualifications Include:

4-year degree in business/public administration, human service, social services or related field. Experience in the field of social services, family support services, client services or case management preferred. Minimum three years of supervisory experience required.

License or Other Requirements:

Must possess a valid Program for Infant/Toddler Caregiver (PITC) Certificate. Must have access to a dependable car with minimum legally required insurance coverage, and possess a current California driver license. TB test clearance and a Criminal Justice Fingerprint clearance required. Must be able to work overtime 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