



The banner features a yellow background with a black border. Black handprints are arranged along the top and bottom edges. On the left side, there is a logo consisting of a yellow triangle with the word 'BRIDGE' written vertically inside it.

Employment Opportunity

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

Immediate Job Vacancy

Position: Resource and Referral Child Care Specialist - *Specific to the BRIDGE Grant Only*

Salary: Competitive compensation commensurate with experience and training, with excellent benefits

Reports to: Resource and Referral Department Supervisor

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 40 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:

This is a limited term grant funded position through June 30, 2020.

This grant may be renewed by the funding agency for another year accordingly.

Provide Childcare Referral services to foster parents, resource parents or relative caregivers who take in a foster child. Effectively engages foster parents, resource parents or relative caregivers by phone or in person to discuss their childcare needs and link them efficiently to licensed childcare resources using the database of all known options. Provides outstanding customer service and parent education to support parent's obtainment of childcare that meets the child's and family needs. Provides technical assistance to family, child welfare worker, social worker or probation officer and other child and family team members with accessing childcare.

Duties and Responsibilities:

1. Conduct intakes, assess needs, discuss options and assist foster and resource parents or relative caregivers referred to 4C through the BRIDGE program.
2. Provide case management of Resource and Referral childcare services to BRIDGE program clients referred to 4C office.

3. Connect the family to information and resources about school readiness and childcare to empower families, improve their ability to access resources and make informed decisions about the childcare needs of the child.
4. Assist the family in identifying potential opportunities for an ongoing childcare subsidy if eligible.
5. Assist caregivers to navigate childcare system for placement on relevant waitlists that allow them to continue childcare through resources such as California Alternative Payments Program, etc. after the availability of BRIDGE vouchers is exhausted.
6. Assist the family in completing appropriate childcare program applications.
7. Develop an overall, long-term childcare plan for the child, including plans, where possible, to minimize childcare transitions or disruptions for the child.
8. Perform all duties in a culturally sensitive manner.
9. Assist with preparing for and facilitating Trauma-Informed Care Training Workshops for child care providers serving children through the Bridge Program.
10. Produce monthly technical assistance and/or narrative reports.

The duties listed above intend to provide the general routine and level of work performed. Incumbents may be required to perform other duties as assigned.

Education and/or Experience:

1. BA or AA degree in child development, early childhood education, or social service related field. Two years' experience working in a childcare setting, childcare resource and referral, human service agency or related field desired.
2. Knowledge of childcare options and familiarity with regulatory issues.
3. Demonstrated prior successful experience completing assignments with accuracy and attention to details required.
4. Demonstrated prior successful experience in accepting and valuing supervision required.
5. Demonstrated ability to handle and input data with accuracy required.
6. Experience in successfully performing administrative tasks such as recordkeeping and document processing with accuracy required.
7. Demonstrated experience applying outstanding communication skills- written and oral required.
8. Must possess a valid California driver's license, use company car when available or an insured personal vehicle, and possess a clear driving record

Language Skills: (if any)

Bi-lingual in English/Spanish required.

This vacancy position is posted until filled.

For consideration please send resume with cover letter to:

jobs@4c.org
Human Resources Department
www.4c.org

The 4C Council of Santa Clara County, Inc. is committed to workforce diversity. Qualified applicants will receive consideration without regard to race, disability, color, creed, religion, age, national origin, ancestry, veteran status, gender, sexual orientation or non-job related factors in hiring. We invite all applicants to confidentially self-identify when applying.

The 4C Council adheres to the provisions of ADA regarding reasonable accommodation procedures.