

**Job Summary:**

To manage a caseload of children/families for the purposes of assessing and measuring early childhood development and assisting the family and child care provider in obtaining the resources necessary to meet the child's developmental stages; and to conduct environmental ratings of family child care sites and operations. General supervision is provided by a Program Coordinator.

**Essential Functions:**

- Manage a caseload which requires conducting initial and on-going assessments to measure developmental domains i.e. cognitive, social-emotional, language, physical development health and safety.
- Establish and maintain, using hard copy and automated format, a variety of documents, files, records, communication logs, narratives and reports related to case management and in support of caseload activities.
- Interview parents to assess the general health and developmental status of children and where appropriate make and coordinate referrals with respect to health, nutritional, or educational needs.
- Conduct parent conferences to share the child's progress in the various development areas.
- Conduct dental, vision and hearing assessments, make referrals and follow up.
- Perform site visits to conduct environmental rating assessments of family childcare providers; determine compliance with established environmental and licensing standards and, where appropriate, make recommendations to correct deficiencies and ensure compliance within a reasonable time period.
- Train family childcare providers in the area of curriculum and other standards, regulations, and processes.
- On a regular basis plan, organize, and coordinate parent and/or provider informational workshops.
- Interpret regulations and program requirements and communicate these to parents, providers and the general public.
- Stay abreast of new developments in the area of child development by attending conferences and workshops, participating in webinars and reading relevant journals.
- Maintain effective and professional working relationships with collateral agencies and community organizations.
- Perform related duties as required.

**Knowledge and/or Abilities:**

- **Abilities to:**
  - Operate standard office machines, such as calculator and computer
  - Make arithmetic calculations quickly and accurately
  - Read, interpret and apply rules, policies and procedures
  - Collect and evaluate information, draw valid conclusions and take appropriate action.
  - Effectively apply interviewing and listening techniques sufficient to obtain information from families and providers.
  - Prepare materials for presentations to individuals and groups.
  - Write clear, concise and grammatically correct narrative, reports, records, and correspondence.
  - Establish and maintain effective working relationships with staff, families and other agency personnel.
  - Use patience, tact and respect when dealing with people of various socioeconomic and cultural backgrounds.
  - Communicate clearly to explain technical information and regulations to persons from a variety of backgrounds, both verbally and in writing.
  - Prioritize and organize workload and manage deadlines.
  - Follow written and verbal directions and seek guidance when appropriate.

- Retain and recall pertinent information such as regulations and client data.
  - Keep systematic and accurate records
  - Maintain confidentiality of all business information and materials.
  - Work independently with minimal supervision.
  - Speak, read and write English.
  - Speak, read and write Spanish preferred/necessary.
- **Knowledge of:**
    - Math including fractions and percentages
    - Interviewing methods and techniques
    - Record keeping principles
    - Child developmental stages, theory and concepts.
    - Caseload management methods and techniques
    - Microsoft operating systems including Word, Excel, and Access
    - Common social, economic, and cultural issues and barriers encountered by unemployed persons and low-income working families.
    - Federal, state and local rules, regulations, policies and procedures governing licensed child facilities.

**Working Conditions and Physical Abilities:** Office; Will occasionally travel using personal vehicle for work related activities; Moderate noise level; Sitting extended periods of time; Regularly lift and move up to 25 pounds, and occasionally lift and move up to 50 pounds; Reaching above the shoulders and horizontally to retrieve items; Regular bending, stooping, and crouching.

**Education and Experience Required:**

- Level I – Requires an Associate’s Degree in Child Development, Social Services or a related field.
- Level II – Requires a Bachelor’s Degree in Child Development, Social Services or a related field.
- Level III – Requires a Bachelor’s Degree in Child Development, Social Services or a related field and an additional 30 college units (post Bachelor degree).

**Certificates, Licenses, Clearances Testing and/or Bonding Required:**

- Valid California Driver's License and use of personal vehicle.
- Department of Justice and FBI Fingerprint Response.
- Proof of automobile liability insurance.
- Possess or qualify for a Child Development Teacher Permit.

**FLSA Status:** Non-Exempt

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.