



**JOB ANNOUNCEMENT  
CHILD CARE CASE MANAGER**

**PURPOSE:** Under general supervision, interviews applicants to determine eligibility for subsidized child care programs; may assist parents in identifying their child care options and selecting a child care provider that will best meet the child's and family's needs; assists clients in determining eligible child care schedules; maintains a caseload of clients; ensures proper payment for authorized child care schedules; performs related work as assigned. Please see job description for complete details and qualifications.

**QUALIFICATIONS:**

- Basic interviewing techniques and methods.
- Analyzing, interpreting, and applying regulations in an appropriate manner.
- Basic child development information (ages and stages) and parent education techniques.
- Interpreting, applying, and explaining rules, regulations, and policies.
- Preparing reports, correspondence, and other written materials related to meeting program requirements.
- Communicating appropriately with clients of varying socioeconomic groups and cultures.
- Exercising sound judgment within established guidelines.

**Desirable Education and Experience:** Two years of college-level course work in accounting or social services and two years of experience which has involved application and explanation of rules and regulations to the public.

**REQUIREMENTS:** Ability to pass a criminal record background check.

**SALARY:** Starts at \$11.56 per hour.

**BENEFITS:** Benefits per current Personnel Policies include:  
Paid sick, holiday and vacation days  
Health, vision, dental, and life insurance after 6 full months of employment  
Retirement Plan

**APPLICATION PROCEDURE:** Submit a letter of interest, resume, and completed job application to:  
Nanda Prato, Human Resource Manager  
Changing Tides Family Services  
2259 Myrtle Avenue  
Eureka, CA 95501

**APPLICATION DEADLINE:** 5:00 p.m. on Friday, March 12, 2010

Application and job description available at [www.changingtidesfs.org](http://www.changingtidesfs.org) and at 2259 Myrtle Avenue, Eureka, CA 95501.

*Changing Tides Family Services is an equal opportunity employer and does not discriminate on the basis of race, religion, national origin, ancestry, gender, marital status, sexual orientation, age, disability, or on any other inappropriate basis in its processes of recruitment, selection, promotion, or other conditions of employment.*

Carol A. Hill, Executive Director | Donna Miller-Michaud, Deputy Director

Child Care Services/Subsidies/Referrals | Special Needs Services | Mental Health Services | Parent Supports

2259 Myrtle Avenue, Eureka, CA 95501 | 707.444.8293 (P) | 800.795.3554 | 707.444.8298 (F) | [www.changingtidesfs.org](http://www.changingtidesfs.org)