



**changing tides**  
family services

## CHILD CARE SPECIALIST

**Our agency strives to embody the concept of trauma-informed, resilience-oriented services, both internally and externally with our clients, customers and community partners**

### **POSITION PURPOSE**

Under general supervision, provides a range of child care related services to child care providers, parents and child care programs operated by Changing Tides Family Services. Duties will vary among the essential functions depending upon work priorities as established by supervisor.

### **ESSENTIAL JOB FUNCTIONS**

- Maintains contemporary knowledge regarding Community Care Licensing regulations, local child care provider options, child care trends, child care subsidy programs, and best practices in child care and development programs
- Maintains familiarity with and appropriately applies program guidelines for the Child and Adult Care Food Program and Alternative Payment programs operated by the agency
- Explains complex services, policies, and requirements to parents, community members, and/or child care providers; seeks consultation of supervisor when the correct course of action is unclear
- Interviews parents or providers in order to identify child care related needs
- Assists members of the public to select the child care which will enhance the child's development, best meet their family's needs, and provide stability to the parent
- Provides child care referrals using a database and in accordance with written policies; provides referrals to other social services as appropriate
- May contact child care providers on behalf of the parent to broker child care arrangements
- Assists families to access subsidized child care services, including placement on subsidy eligibility lists as appropriate
- Explains the TrustLine process to parents; assists providers to perform required TrustLine steps
- Reviews child care daily attendance sheets for appropriate signatures, ensuring that daily Attendance Form (AF) is coded for appropriate program; compares authorized schedules to actual usage and discusses discrepancies with Child Care Case Managers; compares appropriate certificate with AF to ensure AF is paid accurately and in accordance with program requirements; calculates accurate reimbursement.
- Performs child care related activities to CalWORKs participants and California Department of Education subsidized families
- May make site visits to child care providers for the purpose of providing on-site technical assistance or performing assessments of the child care environment or the children in care
- Tracks sending and receiving of paperwork for Desired Results Developmental Profile, Family Child Care Environment Rating Scale, and other required records, including analyzing data and entering information into appropriate spreadsheets and/or database
- Reviews menus and attendance for conformance to program requirements and provider's operations
- Provides information regarding nutritious eating and active lifestyle

Kerry Venegas, Executive 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)

## **CHILD CARE SPECIALIST (Cont.)**

- Using e-mail distribution lists, phone, or other means of communication, contacts local child care providers to update the referral database or to collect information to be used for planning purposes
- Provides information regarding all aspects of starting up and maintaining a successful child care or child development service
- Mails appropriate paperwork to parents and child care providers, tracks receipt and timeliness of same; reviews paperwork for completeness
- Makes verbal or written presentations to parents, representatives from other agencies, child care providers and/or community members
- Provides services in a variety of settings, including in child care providers' homes, at Family Resource Centers, and at community events in non-office settings
- Participates in preparing mass mailings, arranging for speakers for conferences, sets up/takes down materials for workshops or conferences
- Maintains confidentiality regarding data encountered in the course of work in accordance with Changing Tides Family Services' policies and procedures
- Effectively uses a personal computer for data entry, word processing; runs reports and queries for information; obtains data from electronic resources
- Performs a variety of general office support duties such as organizing and maintaining various files, typing correspondence, reports, forms and specialized documents and proofreading and checking materials for accuracy
- Reports possible child care licensing violations to supervisor
- Complies with all mandated reporting requirements
- Communicates in a professional manner to staff, management, clients, and vendors
- Exercises sound independent judgment within established procedural guidelines
- Effectively prioritizes work tasks and communicates with supervisor regarding progress
- Using correct English grammar and spelling, prepares correspondence, e-mails, and brief reports
- Complies with Changing Tides Family Services Personnel Policies and other formal guidelines and policies

### **Desirable Education and Experience:**

A typical way to obtain the knowledge and skills outlined above is successful completion of college level English classes, 2 years' experience in a position which directly interacts with the general public, and knowledge of child care services delivery modes. Early Childhood Education units and child development courses desirable. Knowledge of the child care system in California desirable.

### **Requirements:**

- Flexibility to work occasionally during the evenings, weekends, or early mornings
- Possession of a valid California driver's license, current auto insurance, access to a vehicle for work and a driving record consistent with agency insurance carrier requirements.
- Must be able to pass a criminal history fingerprint clearance at the DOJ and FBI level.
- Ability to demonstrate eligibility to work in the U.S.
- Ability to carry items as related to job activities described above

7/3/17