



We need you with your talents and abilities to help eliminate the effects of poverty, to make our community a better place to live, and to help people obtain knowledge and skills to achieve self-reliance and economic stability.

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<b>Job Title:</b>	Child Care Navigator
<b>Position Type:</b>	Regular, full-time, non-exempt level
<b>Department:</b>	Resource and Referral
<b>Salary Schedule:</b>	Range 20.0 (\$17.27-\$21.04)
<b>Position Summary:</b>	Under the immediate supervisor's direction, provides information, training and technical assistance to eligible families. Will work closely with the eligible families, child welfare worker, social worker or probation officer and child and family team to assess child care opportunities and provide consumer education to the family based on the child's age and needs. Assists in meeting the terms & conditions and federal regulations for the Child Care Bridge Program for Foster Children

**Minimum Qualifications:**

**EDUCATION / EXPERIENCE:**

- Bachelor's Degree in Social Services or related field.
- Two (2) years of experience in Social Services, Family Education or a Health related field with eligibility and case management responsibilities

**LICENSES / CERTIFICATES / PERMITS:**

- Valid Class C California Driver's License

**ABILITY TO:**

- Read, speak, and write Spanish is preferred.
- Serves as an advocate/liaison between families and family service agencies, education facilities, local government, and business regarding child care needs and funding.
- Establishes effective communication and maintain effective working relationships with staff and community members.
- Communicates with Madera County Department of Social Services (MCDSS), and licensing agencies to ensure understanding of program operations.
- Relates well to all people of the community regardless of ethnic, racial, religious background or social-economic level.

- Communicates clearly and concisely both verbal and written.
- Exhibits excellent organizational skills.
- Communicates effectively with staff, providers and agency / business representatives.
- Establishes goals and objectives for program activities.

**KNOWLEDGE OF:**

- General computer and data base programs.
- General knowledge of principles, data processing, and record keeping skills.
- Thorough knowledge of general office practice, correspondence preparation, grammar, spelling and punctuation.
- Child care practices and procedures as pertaining to providing care, parenting, special needs and education.
- Federal and state funding terms and conditions outlined in various contracts.
- Guidelines for Community Care Licensing requirements for family child care and center based programs.
- Required documentation for audit purposes both program and fiscal.
- Budget and fiscal guidelines

**General Physical Requirements:**

- Medium work: exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

**Selection Process:**

Only applicants who meet the qualification standards of this position by the application filing will be allowed to participate in the examination process. Requests for a special accommodation to participate in the selection process should be made at the time you are contacted to schedule an interview. The selection process may include skill set testing, first and second round panel interviews. This position is open until filled.

**Compensation and Benefits:**

- Retirement: CAPMC's retirement plan is a 403(b) plan. Employees are eligible to make elective contributions to their 403(b) plan upon employment. Employees can participate in employer's contribution.
- Health Insurance: CAPMC provides eligible employees insurance coverage for medical, dental, vision and life through various policies.
- Employee Assistance Program: CAPMC offers an employee assistance program for employees and dependents that provides counseling and services when dealing with life's challenges.

**General Information:**

Applications may be obtained from CAPMC's website [www.maderacap.org](http://www.maderacap.org), visit 1225 Gill Ave Madera or calling the Human Resources Office at (559) 673-9173. Applicants must be submitted to the CAPMC's Human Resources Office.

The CAPMC is an equal opportunity employer. CAPMC provides equal employment opportunity to all persons regardless of race, national origin, religion, color, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, transgender, sex stereotyping, age, sexual orientation, military status, veteran status, and any status protected by applicable federal, state and local laws.

Appointment will be contingent upon passing a pre-employment alcohol and drug screen, fingerprint clearance and reference checks, pre-employment physical, immunization requirement, and TB test is required for Head Start budgeted positions.

**Affirmative Action / Equal Employment Opportunity / Drug Free Employer**