



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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**Job Title:** Resource & Referral/Child Care Initiative Project Coordinator

**Position Type:** Regular, full-time, exempt level

**Department:** Child Care Alternative Payment and Resource & Referral Program

**Salary Schedule:** Range 23.5 (\$20.53-\$25.01)

**Position Summary:** Under the immediate supervisor's direction, provides information, training, and technical assistance to parents and child care providers to help improve the quality of child care services in our community. Assists in meeting the terms & conditions of state and federal regulations for the Child Care Initiative Program and Child Care Resource & Referral.

**Minimum Qualifications:**

EDUCATION / EXPERIENCE:

- Bachelor's Degree in Public Administration, Social Work, Sociology or related field.
- Three years of experience working with grants in writing, collecting and reporting data, or carrying out objectives.
- Two years of experience in management is preferred.

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.
- Establish effective communication and maintain effective working relationships with staff and community members.
- Communicate with California Department of Education and licensing agencies to ensure understanding of program operations.
- Relate well to all people of the community regardless of ethnic, racial, religious background or social-economic level.
- Communicate clearly and concisely both verbal and written.

- Exhibit excellent organizational skills.
- Communicate effectively with staff, providers and agency / business representatives.
- Establish 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**