

Long Beach Community College District

Job Title: CALWORKS CHILDCARE RESOURCE AND REFERRAL SPECIALIST

SUMMARY

Under the direction of the Project Manager, perform a variety of duties related to securing and maintaining appropriate, quality childcare environments for children of Long Beach City College's CalWORKs students.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assist CalWORKs recipients in finding and maintaining appropriate, quality childcare.

Initiate all contracts and paperwork necessary for the provision of childcare services.

Maintain effective working relationships with DPSS, GAIN and other state and county agencies.

Provide all necessary case management related to CalWORKs student childcare needs.

Develop and maintain an awareness of the needs of the CalWORKs population.

Develop and maintain an awareness of the local childcare community.

Monitor and maintain annual CalWORKs childcare budget.

Attend and participate in professional conferences, seminars and meetings.

Perform other duties as assigned.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGES AND ABILITIES:

KNOWLEDGE OF:

The range of developmental needs of children age birth – 12 years of age.

DPSS, GAIN and other state and county agencies.

The needs of the CalWORKs population.

Methods of evaluating and recording data.

Interpersonal skills using tact, patience and courtesy.

Child related community resources.

Issues related to cultural, ethnic and economic diversity.

ABILITY TO:

Monitor and maintain department budget.

Develop and maintain effective relationships with children and care providers.

Encourage healthy, safe environments and practices.

Learn, apply and explain policies, procedures and regulations.

Establish and maintain cooperative and effective working relationships with others.

Plan and organize work.

**Job Title: CALWORKS CHILDCARE RESOURCE AND REFERRAL SPECIALIST
Continued**

Communicate effectively both orally and in writing.
Maintain records and prepare reports.
Work with culturally, ethnically and economically diverse populations.

EDUCATION AND EXPERIENCE

Any combination equivalent to: graduation from a two year college with course work in Child Development, Parent Education or Human Development and two years working with low-income, economically disadvantaged and culturally diverse students in with CalWorks or Welfare-to-Work type programs.

LICENSES AND OTHER REQUIREMENTS:

Valid California drivers license and a driving record acceptable to the District for insurance purposes.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees or organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to sit, stand, and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in inside environmental conditions. The employee occasionally works with a video display terminal for prolonged periods. The noise level in the work environment is usually moderate.

Adopted: February 9, 2004
Revised: