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# Community Resources for Children

## Job Description

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### **Bilingual Licensing and Child Care Business Specialist**

Are you passionate about child care and education?

Do you want to create opportunities to enhance the quality of services provided?

Do you enjoy connecting others together in a community of collaboration?

If so, you may be the right person for this new position!

#### **About Community Resources for Children**

We provide children with the best possible start by empowering the adults who impact their care and education. Whether a child is at home with a parent, in child care or preschool, or cared for by a friend or relative, CRC provides the adults who take care of children with the knowledge, tools, and resources so that children under their care thrive. We live by our core values of Include, Collaborate, Empower and Adapt.

#### **Position Summary**

The Bilingual Licensing and Child Care Business Specialist is the first contact and assistance to prospective child care providers. The Specialist ensures quality support to prospective providers as they go through the licensing process and adapts the delivery of services to the unique circumstances of the applicant, taking into consideration cultural preferences. Once licensed, the specialist will help prepare providers for operating a thriving child care business by providing basic business fundamentals, ongoing technical assistance, and training. The Specialist will ensure program compliance with Resource and Referral and is well versed about licensing regulations/requirements. The Specialist is passionate about working with child care small businesses and is constantly looking for opportunities to enhance the quality of the services provided.

#### **Primary Responsibilities**

- Understand and support the mission and goals of Community Resources for Children
  - Ensure compliance with funding terms and conditions as well as program goals for the Resource and Referral contract (CRRP), Child Care Initiative Project (CCIP) and with the CA Department of Social Services
  - Support aspiring child care providers with becoming licensed and setting up a successful family child care business by providing one-on-one consultations and navigation services, customizing supports based on individual provider needs, providing ongoing technical assistance and training
  - Recruit prospective child care providers through outreach activities and increase the awareness of the importance of child care in Napa County
  - Maintain incentive budget for prospective and newly licensed providers
  - Provide input and work collaboratively with Provider Support Services Team to plan workshops and trainings for the continuing education of child care professionals based on their individual needs
  - Maintain positive client relations, including relationships with Community Care Licensing, Child Care Planning Council, First 5 Napa, California Child Care Resource & Referral Network, child care center directors, family child care home owners/operators; etc.
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**Minimum Qualifications**

- Bachelor's degree in related discipline (Child Development, Social Work; etc.) preferred or equivalent experience of a minimum of 2+ years of experience in child care or related field
- Demonstrated experience in engaging adult learners
- Demonstrated experience working with adults from diverse ethnic, cultural and socioeconomic backgrounds
- Proficiency with Microsoft Office Programs (Word, Excel and PowerPoint). Experience working with databases strongly preferred
- Ability to manage and input detail data with accuracy
- Ability to assess, analyze, and interpret qualitative and quantitative data and information
- Effective interpersonal skills
- Efficient organization and time management skills

**Language and Other Demands**

- Bicultural and bilingual competence in Spanish required
- Ability to work and communicate with diverse cultural and socioeconomic groups, and differently abled individuals
- Ability to work under pressure and meet deadlines
- Willingness to work occasional evening and weekend events
- Livescan fingerprinting and Department of Justice background clearance
- Reliable transportation, valid California driver's license and insurance, good driving record
- Typical office environment, no unusual exposures
- Equipment Used includes computer keyboard, telephone, copy machine, projector, and shredder
- Essential Physical Tasks: Must be able to sit and type on a computer keyboard, communicate with clients by telephone, drive a car to travel to meetings or appointments, and lift and carry up to 30 pounds.

\*This is a grant funded and full time non-exempt, benefited position that is currently funded for 12 months. The option to extend the engagement might arise in the future if/when additional funds are secured.

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