



CHILDREN'S  
HOME  
SOCIETY OF  
CALIFORNIA

**POSITION POSTING**

**DATE:** July 3, 2018

**FROM:** Beverly Tidwell   
Chief Executive Officer

**POSITION TITLE:** Program Specialist  
BRIDGE Program  
Woodland Office  
Non-Exempt Position, 100% Time

**POSITION  
DESCRIPTION:**

Under the supervision of Children's Home Society of California's (CHS) Program Manager, the Program Specialist will:

- Plan, coordinate, and provide Trauma-Informed training and coaching to child care providers in Yolo County monthly in both group and one-on-one settings
- Work directly from the County of Yolo, HHSA, Child Youth Family Branch office in Woodland, CA
- Provide technical assistance to existing and potential child care providers
- Maintain ongoing referral documentation
- Maintain and update the resource list of child care providers quarterly
- Connect families with licensed and license-exempt child care providers
- Provide case management to eligible families, including intake and certification
- Assist families with applying for subsidized child care assistance
- Provide a responsive referral process that meets the needs of families
- Collaborate with families to develop a plan for long-term child care, provide information about available child care options, application requirements, and available resources
- Represent CHS at designated community outreach events to inform professionals, providers, and families about services
- Maintain all records in a high-quality manner and within record protection, retention, and destruction guidelines
- Adhere to all agency policies and procedures, as well as applicable contractual and governmental regulations
- Work on-call, evening, and weekend hours as required
- Perform other duties and responsibilities as assigned

**POSITION**  
**QUALIFICATIONS:**

- Bachelor's Degree in Child Development, Human Development or related field
- Five (5) years of experience desired
- Basic knowledge of child development programs available in the community
- Strong knowledge and application of developmentally appropriate practices and trauma-informed training in early childhood programs preferred
- Prior non-profit experience preferred
- Knowledge of California Code of Regulations Title 5 desired
- Knowledge of California Code of Regulations Title 22 desired
- Excellent verbal presentation skills and ability to display professional decorum in representing the agency in the community
- Proven ability to establish a rapport with parents, providers, and community organizations
- Demonstrated ability to work effectively with a wide variety of parents from diverse economic and ethnic backgrounds
- Ability to prepare and present effective written work, provide strong attention to detail, and produce error-free work
- Proactive professional with a strong work ethic and an ability to work both autonomously and collaboratively in a fast-paced environment
- Excellent project management and organizational skills
- Ability to manage multiple projects and shift quickly between assignments with a flexible and positive attitude while meeting deadlines
- Demonstrated ability to exercise sound judgment
- Commitment to CHS's core mission and values, and an ability to model those values in relationships with colleagues and partners
- Excellent ability to communicate effectively, respectfully, and transparently with all levels of staff
- Bilingual skills in Spanish preferred
- Knowledge of Microsoft Office (Word, Excel, Outlook, PowerPoint)
- Automobile, valid driver's license, good driving record, and automobile insurance
- Ability to travel via air and surface transportation, including travel between multiple offices

**SALARY SCALE:** \$18.47 to \$21.60 per hour, based on experience and education plus excellent benefits

**FAX RESUME TO:** Children's Home Society of California  
(714) 712-7876

**CLOSING DATE:** Open Until Filled

**POSITION**  
**AVAILABLE:**

Immediately

**CHILDREN'S HOME SOCIETY OF CALIFORNIA IS AN  
EQUAL OPPORTUNITY EMPLOYER  
SMOKE-FREE/DRUG-FREE WORK ENVIRONMENT**