

CHILDREN'S HOME SOCIETY OF CALIFORNIA

TO: DISTRIBUTION

DATE: May 21, 2018

FROM: Diana Baltazar
Human Resources Specialist

RE: Position Posting

This memorandum is regarding a position opening at Children's Home Society of California (CHS). More specifically, attached please find the following Position Posting:

Woodland – Program Specialist CCPP

Please display this Position Posting on the Employer Bulletin Board at your location and remove it after the application deadline.

Thank you for your assistance.

Attachment

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POSITION POSTING

DATE: May 21, 2018

FROM: Beverly Tidwell 
Chief Executive Officer

POSITION TITLE: Program Specialist
Child Care Payment 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:

- Provide case management to eligible families, including intake, certification, and termination of services
- Conduct intake and recertification appointments
- Provide technical assistance and resources to families and child care providers
- 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 some evening and weekend hours as required
- Perform other duties and responsibilities as assigned

POSITION QUALIFICATIONS:

- Bachelor's Degree in Human Services or Child Development field desired or Associates Degree plus five (5) years of experience required
- Prior non-profit experience preferred
- Strong knowledge of and experience in family case management and family service systems
- Knowledge of California Code of Regulations Title 5 desired
- 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**