

COLUSA COUNTY OFFICE OF EDUCATION

CATEGORY: PROGRAM SUPPORT

CLASSIFICATION: COORDINATOR

JOB TITLE: RESOURCE & REFERRAL COORDINATOR

BASIC FUNCTION:

Under the direction of the Director of Children's Services or designee, organize, coordinate and conduct workshops, meetings and informational presentations for parents and day care providers; provide training and support for the Child Care Food providers, prepare and maintain records, files and reports related to program activities; refer families to community resources for financial and other types of assistance; train and provide work direction to assigned program staff.

REPRESENTATIVE DUTIES:

Plan and implement provider recruitment and assistance with licensing requirements. **E**

Organize, coordinate and conduct meetings and workshops to provide training in child development for parents, staff, and day care providers; develop forms and training materials in English and Spanish as needed. **E**

Instruct, assist and train staff in quality and compliance with program requirements. **E**

Supervise and evaluate the performance of assigned personnel; make recommendations regarding salary increases, promotions, disciplinary action, reassignments or terminations of assigned employees; organize advertisement, selection and interviewing processes. **E**

Prepare and maintain required records, reports, files and documentation related to the Children's Services programs; complete and submit required forms and reports. **E**

Recruit and train day care providers; modify training programs as appropriate to assure quality day care meals and services. **E**

Provide work direction and supervision to assigned program staff. **E**

Monitor and maintain current list of providers and their service areas. **E**

Complete site visitations and monitoring for Resource & Referral and Family Day Care Food program requirements. **E**

Develop and distribute outreach materials to increase awareness of programs and services. **E**

Develop, type and distribute flyers and notices to inform parents of meetings and workshops; order appropriate training materials and forms according to established procedures. **E**

Monitor the processing and accuracy of forms submitted by providers; prepare reimbursements claims according to established procedures. **E**

Maintain a community resource list; refer families to social service organizations and other community resources for food, financial assistance and emotional support. **E**

Operate office equipment including a computer terminal, typewriter, calculator and copier. **E**

Promote coordination and communication between department programs; facilitate communication between providers and staff. **E**

Maintain current knowledge of program rules, regulations, requirements and restrictions for low income families. **E**

Attend a variety of meetings and training sessions related to program activities. **E**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Needs and concerns of families in regards to child care

Availability and eligibility requirements of community resources

Child care and development principles

Correct oral and written usage of English and Spanish

Principles of training and providing work direction

Oral and written communication skills

Record-keeping techniques

Interpersonal skills using tact, patience and courtesy

Modern office practices, procedures and equipment

Computer hardware and software in order to perform word processing, information retrieval and maintenance of data

ABILITY TO:

Learn and apply policies and objectives of the Children's Services program

Organize, coordinate and conduct meetings and workshops

Relate effectively with program families and their children

Communicate effectively both orally and in writing

Prepare and deliver oral presentations

Establish and maintain cooperative and effective working relationships with others

Maintain records and prepare reports

Read, write, translate and interpret English and Spanish

Maintain confidentiality

Lift and carry objects weighing up to 25 pounds

Operate a variety of office equipment to perform assigned duties

Perform complex or varied tasks

Operate a vehicle to conduct work

EDUCATION AND EXPERIENCE:

At least 60 units in post secondary education with 24 units in Early Childhood Education and two years varied experience in child development programs and working with families.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

Fluent bilingual - Spanish/English

College transcripts

WORKING CONDITIONS:

ENVIRONMENT:

Office

Day care provider home visits

PHYSICAL ABILITIES:

Seeing to monitor office activities

Hearing and speaking to exchange information on the telephone or in person

Bending at waist, kneeling and squatting

Reaching overhead, above the shoulders and horizontally to retrieve or store materials

Dexterity of hands and fingers to operate a computer and standard office equipment

Sitting or standing for extended periods of time

Lifting, pushing, pulling and carrying objects weighing up to 25 pounds

Driving a vehicle to conduct work

HAZARDS:

Potential for contact with blood-borne pathogens and communicable diseases

Employee Group: Classified – Unrepresented

FLSA Status: Non-exempt

Salary Schedule: 210

Approval Date: August 2016