

**North Coast Opportunities, Inc.**  
**413 North State Street, Ukiah, CA 95482**

**POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	<b>CHILD CARE SUBSIDY SPECIALIST I – III</b>
<b>PROGRAM/DEPARTMENT:</b>	<b>RURAL COMMUNITIES CHILD CARE (RCCC)</b>
<b>REPORTS TO:</b>	<b>RCCC PROGRAM DIRECTOR</b>
<b>SUPERVISORY RESPONSIBILITY:</b>	<b>NONE</b>
<b>FLSA/IWC STATUS:</b>	<b>NON-EXEMPT</b>
<b>WC CLASS:</b>	<b>8810</b>

**I. GENERAL RESPONSIBILITIES**

A Child Care Subsidy Specialist (CCSS) is responsible for the area office implementation of the RCCC Child Care Subsidy programs. Enrolls eligible families in accordance with state and federal guidelines as outlined in the Funding Terms and Conditions.

**II. SPECIFIC DUTIES & RESPONSIBILITIES**

1. Participates in the development and implementation of the annual goals and objectives for the RCCC programs.
2. Participates as an effective, collaborative team member in the overall implementation of RCCC programs.
3. Manages and administers the allocations for each individual contract as assigned to the area office using a computerized data base system.
4. Determines eligibility and assigns rank number based on the Child Development Division (CDD) Admission Priorities Schedule for all families requesting services; maintains and updates eligibility list on a regular and ongoing basis.
5. Enrolls eligible families into appropriate program based on area office projections.
6. Keeps current on all state or federal regulations and policies to ensure program compliance as directed in the Funding Terms and Conditions for each contract.
7. Acts as a liaison between clients served, child care providers and other social service agencies.
8. Assesses needs of all clients served, referring them to other agencies and resources as appropriate.
9. Facilitates orientation regarding program rules and regulations, for both parents and contracting providers.
10. Disseminates information to local agencies (i.e., CPS, DSS, Mental Health, etc.) regarding eligibility requirements of the various RCCC funding contracts.
11. Collects statistical data and prepares program reports.
12. Coordinates ongoing RCCC program activities in the area office assigned.
13. Serves as a resource person/liaison to the community on child, parent, and care provider issues; distributes program information and publicity via all available media resources.
14. Maintains and completes family certifications and re-certifications in accordance with the State Department of Education Funding Terms and Conditions.
15. Provides as needed Trustline program applications, training, and processing for applicants to become exempt child care providers; follows up on applicants as required by the CA Department of Justice.
16. Receives and follows up on information regarding reported child abuse and neglect in conjunction with Child Protective Services (CPS).
17. Manages the timely, accurate and proper completion of all required documentation.
18. For bilingual employees, performs all job duties utilizing dual language ability as necessary to provide optimum support and services for clients and RCCC staff; translates forms, resources, etc., into Spanish as assigned or required.
19. Aligns work behaviors in conformance with NCO's Mission, Vision and Values.
20. Further continuous improvement by participating on teams and voluntarily participating on special committees.
21. Work habits:

- Arrives to work on time and obtains approval from supervisor for planned absences or any changes in work schedule.
  - Maintains a high level of confidentiality in all aspects of work and in alignment with NCO's policies and procedures.
  - Is able to stay focused on the job.
  - Takes pride in creating an efficient, collaborative work environment.
  - Treats co-workers and clients with respect.
  - Represent NCO and its program to the community in a positive light.
  - Dresses appropriately for the assigned job duties and responsibilities.
  - Is able to constructively adapt to change.
22. Perform other duties as assigned or required.
23. For Child Care Subsidy Specialist III only: An addendum listing additional Specific Duties & Responsibilities will be attached for any employee who is assigned as a Child Care Subsidy Specialist III.

### III. JOB QUALIFICATIONS

- **A CCSS I** is an entry level position and is expected to perform the above duties with ongoing supervision.
- **A CCSS II** is a journey level position and should be able to work independently with minimal supervision.
- **A CCSS III** is expected to proficiently perform all duties and to supervise specific staff or program components as listed on an addendum to this Position Description.

#### Child Care Subsidy Specialist I

1. A degree from an accredited college or university in child development, business administration or a related field is preferred, but not required.
2. Must be highly proficient in the use of computers and a variety of software programs, including web-based platforms; must be very familiar and have at least one year of experience using word processing, email, database and spreadsheet programs; experience using presentation software is preferred.
3. Must possess excellent written and oral English communication skills and the ability to consistently communicate in an effective and professional manner.
4. Ability to perform mathematical and analytical processes at a level necessary to perform the required responsibilities of the position; accounting experience is preferred.
5. Strong organizational, planning and problem-solving skills are required.
6. Experience working in a human service program providing direct services to families or children is helpful.
7. Knowledgeable of principles and practices of effective business operations and interpersonal communications; demonstrated ability to work cooperatively and professionally with NCO staff members and contractors, other agencies and organizations, program parents and community members.
8. Strong ability to prioritize and perform duties efficiently and accurately and meet deadlines with minimal supervision; able to work both independently and in collaboration with others.
9. Must have the ability to handle confidential information, documents and sensitive situations appropriately.
10. Must have the ability to work effectively under pressure and exercise good judgment.
11. Knowledge of and ability to work with people from various socio-economic and culturally diverse backgrounds is essential.
12. Knowledge of community resources for, and issues and problems faced by, low-income families.
13. For work-related driving, employee must have: a current, valid California driver's license, a driving record that demonstrates the employee is a safe, appropriate driver as verified by a DMV print out: and, proof of personal automobile insurance; or reliable transportation with proof of automobile insurance.
14. Bilingual (Spanish/English) preferred.

### Child Care Subsidy Specialist II

#### **Demonstrated proficiency of job qualifications for CCSS I must be met plus:**

1. Have a minimum of 4 years on the job experience within the RCCC Program, or 2 years experience with a similar program **and** 2 years on the job experience as a CCSS I with satisfactory job performance **and** with demonstrated qualifications as determined by the RCCC Program Director. (Demonstrated transferable skills needed for this position may be substituted for the 2 years on the job experience as a CCSS I.)

### Child Care Subsidy Specialist III

#### **Demonstrated proficiency of job qualifications for CCSS II must be met plus:**

1. Exemplary job performance as a CCSS II and has shown strong initiative to obtain additional skills or knowledge relevant to RCCC program needs, as determined by the RCCC Program Director;  
**and at least one of the following as deemed necessary for the overall management of the RCCC program and approved by the RCCC Program Director:**
  - A. Has been assigned **ongoing** managerial and/or financial management duties, above and beyond the CCSS II standard job responsibilities;
  - B. Has been assigned **ongoing** staff supervision in some component of RCCC program operations.

### **WORK ENVIRONMENT/PHYSICAL DEMANDS**

1. While performing the duties of this job, the employee is regularly required to talk, hear, listen, communicate clearly, and as assigned, supervise staff.
2. The employee frequently is required to sit; use hands to finger, handle or feel objects, use manual and automatic office equipment, and reach with hands and arms.
3. The employee is occasionally required to stand; bend; reach down and stretch overhead; walk; climb or balance; and stoop, kneel, crouch, or crawl.
4. The employee may occasionally lift and/or move up to 25 pounds unassisted and may occasionally move and lift heavier materials with assistance using ergonomic guidelines.
5. Specific vision abilities required by this job include close and distance vision, peripheral vision, depth perception, and the ability to adjust focus.
6. The ability to travel during the day and/or night, sometimes long distance – possession of a valid California Driver's License and access to an insured vehicle is required.
7. Interaction and contact with outside agencies, vendors, funders, volunteers, donors and contributors is a frequent aspect of this job.
8. The employee will regularly use computers and computer printers, telephones and other similar electronic office equipment.
9. The environment can be noisy and includes the comings and goings of small children and their families.

*Note: This class specification should not be interpreted as all-inclusive. It is intended to identify the core essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA) or California FEHA. Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.*

Program:	NCO / Rural Communities Child Care (R.C.C.C.)
Position:	Child Care Subsidy Specialist I for Ukiah
Rate of Pay:	\$ 15.64 per hour
Hours:	30 hours per week, 12 months/year
Benefits:	<p>Paid holidays, vacation and sick leave. Medical, Dental, Vision &amp; life insurance coverages available within 60 days of hire (<b>Must work 30 hrs/wk or more</b>).</p> <p>Employee Assistance Program (all members of household are covered) available within 60 days of hire. Discounted membership in Reach is available with payroll deduction. Eligible to participate in 401(k) retirement plan within 90 days of hire, and for employer contribution &amp; matching program upon qualifying.</p>
To Apply:	<p>Please complete and return an NCO employment application by the closing date. Applications are available on the NCO website at <a href="http://www.ncoinc.org/about-us/jobs/">www.ncoinc.org/about-us/jobs/</a>, by calling 707.467.3200, or at the NCO main office, 413 N. State Street in Ukiah.</p> <p><b>For positions requiring ECE or CDV units transcripts must be attached with your application to be considered.</b></p>
Application Closing Date:	Open until filled
Submitting an Application:	<p>Applications accepted only at the NCO main office. Postmarks are not accepted.</p> <p>By mail or hand delivery:  NCO, Inc.  Attn: Human Resources  413 N. State St., Ukiah, CA 95482</p> <p>By FAX: 707.467.3213  By Email: <a href="mailto:HumanResources@ncoinc.org">HumanResources@ncoinc.org</a></p>
NCO is under no obligation to hire from this solicitation.	
North Coast Opportunities, Inc. is an Equal Opportunity Employer.	
For Head Start Child Development Program positions please see the NOTICE included with the Employment Application regarding Department of Justice clearance requirements.	