

Open Position

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| Program: | Rural Communities Child Care - Ukiah, CA |
| Position: | Child Care Subsidy Specialist I <i>(includes assigned job duties of Program Assistant for 20 hrs per week)</i> |
| Rate of Pay: | \$20.72 per hour |
| Hours: | 40 hours per week, 12 months/year <i>(work schedule consists of 20 hours of Child Care Subsidy Specialist I and 20 hours of Program Assistant job duties)</i> |
| Benefits: | 401(k) Retirement Plan Paid Health Leave Paid Vacation and Holidays Medical, Dental, Vision and Life Insurance Employee Assistance Plan <i>401(k) Retirement Plan all NCO employees eligible to participate upon hire. Medical, Dental, Vision, Life Insurance (within 60 days of hire) for regular status employees working 30 or more hours per week. Paid vacation and holidays for regular status employees.</i> |
| Application Closing Date: | Open Until Filled |
| To Apply: | A completed NCO Employment Application form is required to apply. The application form is available at our website: https://www.ncoinc.org/join-our-team/ or by calling 707.467.3200, or at the NCO main office, 413 N. State Street in Ukiah. Education Transcripts for positions that require ECE or CDV units must be attached with your application to be considered. |
| Submitting an Application: | By Email: HumanResources@ncoinc.org By FAX: 707.467.3213 By mail or hand delivery to: NCO, Inc., Attn: Human Resources 413 N. State St., Ukiah, CA 95482 <i>Applications must be received by NCO by the closing date. Postmarks are not accepted.</i> |
| NCO is under no obligation to hire from this solicitation. | |
| North Coast Opportunities, Inc. is an Equal Opportunity Employer. | |
| All applicants for Head Start Child Development Program positions must review the NOTICE on page 6 of the NCO Employment Application that includes the background screening and health screening requirements | |

See our Website for full job description details & to print application
[HTTPS://WWW.NCOINC.ORG/JOIN-OUR-TEAM/](https://www.ncoinc.org/join-our-team/)
Equal Opportunity Employer

NORTH COAST OPPORTUNITIES, INC.
413 NORTH STATE STREET, UKIAH, CA 95482
JOB DESCRIPTION

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

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 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 alignment with all applicable Agency and program policies and procedures.
 - Follows the NCO Injury Illness and Prevention Plan, as well as all Agency and program safety protocols, procedures, and policies.
 - Stays focused on the job.
 - Takes pride in creating an efficient, collaborative work environment.
 - Treats co-workers and clients with respect.
 - Represents 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. Performs 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, may be required.

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.

NORTH COAST OPPORTUNITIES, INC.
413 NORTH STATE STREET, UKIAH, CA 95482
JOB DESCRIPTION

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|------------------------------------|----------------------------------------|
| POSITION TITLE: | PROGRAM ASSISTANT |
| PROGRAM/DEPARTMENT: | RURAL COMMUNITIES CHILD CARE |
| REPORTS TO: | RESOURCE & REFERRAL MANAGER |
| SUPERVISORY RESPONSIBILITY: | NO |
| FLSA / IWC STATUS: | NON-EXEMPT |
| WC CODE: | 8810 |

POSITION OVERVIEW

Participates as a team member to assure the efficient and professional operation of the office.

JOB DUTIES AND RESPONSIBILITIES

- Assists in the coordination and operation of the front office by performing reception duties, answering phones, greeting and assisting the general public, and opening and closing the office in a timely manner as needed.
- Open and deliver mail to staff
- Check in NOHO and deliver provider sheets 1-15 of each month to staff as directed and scan to CACFP
- Assist with the preparation and distribution of enrollment, application, and orientation packets, handbooks for providers and parents; and other documents as requested.
- Input subsidy applications on Eligibility list for Lake/Mendocino Counties and scan copy of application to designated offices
- Learn and maintain knowledge of child care referrals and will give child care referrals
- Liaison for monitoring supplies, giving ordering information to person responsible and stocking as needed to maintain necessary inventory.
- Packaging of PPE for providers and maintaining incentives in the Ukiah office.
- Acts as liaison to the person in charge of office machinery.
- Updates and maintains forms cabinet with adequate copies.
- Assists in preparation and distribution of enrollment, application, and orientation packets; handbooks for providers and parents; and other documents as requested.
- Assists with event promotion, setup, and cleanup.
- Performs research and compiles information as necessary for special projects as assigned.
- Drafts letters, memoranda, reports, forms, and other materials as needed.
- Attends scheduled meetings, trainings, and conferences as necessary.
- Established and maintains effective work habits, including:
 - Arrives at work on time and obtains approval from supervisor for planned absences or any changes in work schedule.
 - Treats co-workers and clients with respect.
 - Maintains a high level of confidentiality in all aspects of work and in alignment with all Agency and program policies and procedures.
 - Represents NCO and its programs to the community in a positive light.
 - Follows the NCO Injury Illness and Prevention Plan, as well as all Agency and program safety protocols, procedures, and policies.
 - Stays focused on the job.
 - Takes pride in creating an efficient, collaborative work environment.
 - Adapts constructively to change.
 - Dresses appropriately for the assigned job duties and responsibilities.
- Performs other duties as assigned or required.

JOB QUALIFICATIONS

- A high school diploma or equivalent is required.
- A minimum, of two years of experience working in a business office setting is required; office management experience is preferred.

- At least two years of experience using standard office machinery and systems is required.
- A demonstrated proficiency with Microsoft Word with a minimum corrected typing speed of 45 wpm.
- Experience using database systems is required.
- Must have proficient English language verbal and written communication skills and an ability to provide as well as understand and follow verbal and written instructions.
- Ability to accurately perform business math functions (addition, subtraction, multiplication, division and percentages.)
- Ability to work well with a diverse group of individuals and families including those from low-income households and a range of cultural backgrounds.
- Demonstrated ability to work independently with little direction, as well as be an collaborate team member.
- Must understand the principles and practices of effective business and interpersonal communications.
- Some knowledge or experience related to early childhood development practices, resources for human services available in the community, or coordination of events preferred.
- Ability to work flexible hours for scheduled weekend or evening activities as needed.
- 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 printout; and, proof of personal automobile insurance; or reliable transportation with proof of automobile insurance.

WORK ENVIRONMENT/PHYSICAL DEMANDS

10. While performing the duties of this job, the employee is regularly required to talk, hear, listen, and communicate clearly.
11. 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.
12. The employee is occasionally required to stand; bend; reach down and stretch overhead; walk; climb or balance; and stoop, kneel, crouch, or crawl.
13. The employee may frequently lift and/or move up to 25 pounds unassisted and may occasionally move and lift heavier materials with assistance using ergonomic guidelines.
14. Specific vision abilities required by this job include close and distance vision, peripheral vision, depth perception, and the ability to adjust focus.
15. 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.
16. Interaction and contact with outside agencies, vendors, funders, volunteers, donors and contributors is a frequent aspect of this job.
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