

# JOB ANNOUNCEMENT

## Emergency Child Care Bridge Program Family Navigator

<b>Position:</b>	Family Navigator	<b>Work Week:</b>	35 Hours
<b>Location:</b>	Hayward	<b>Start Date:</b>	November 2018
<b>Hours:</b>	Full Time Including some evenings/weekends	<b>Salary:</b>	Depending on Experience

Community Child Care Council (4Cs) of Alameda County is a nonprofit organization serving families and child care providers in Alameda County. 4Cs of Alameda County exists to develop and coordinate resources for families and children.

One of the primary barriers for potential families seeking to take in a foster child is the lack of access to child care. The Emergency Child Care Bridge Program is a new program funded by the state which aims to increase the number of foster children (0-12 years of age) successfully placed in home-based family care settings, increase the capacity of child care programs to meet the needs of foster children in their care and maximize funding to support the child care needs of eligible families.

The Family Navigator will serve as a critical source of support for resource families with immediate/emergency child care needs. This individual will aid families in navigating the complex early care and education subsidy system and matching child[ren]'s needs with available programs which meet their short term and long term child care needs. In addition, the Family Navigator will coordinate trauma-informed trainings for child care providers and provide coaching to providers caring for children enrolled in the Emergency Child Care Bridge Program.

4Cs of Alameda County is seeking a dynamic, collaborative and resourceful team member who will bring a lens of cultural curiosity, strengthening families' framework and sound understanding of child care in Alameda County.

The Family Navigator will be an employee of 4Cs of Alameda County and will report to 4Cs' Resource and Referral Family Services Manager. This is a non-exempt position.

### DUTIES & RESPONSIBILITIES

- Develop strength-based relationships with families supported through the Child Care Bridge Program
- Provide individualized consultation and assess each family's needs for child care and related resources, including subsidized child care and care for children with special needs
- Inform families about the full range of child care options and what to look for when choosing care
- Create a customized child care plan based on each family's needs for both the short and long-term and minimizes child care transitions or disruptions for the foster child

- Connect family to information and community resources which link them to quality child care, information on school readiness and meets child’s educational needs including accessing child care subsidies, if eligible
- Aid family in completing appropriate child care program applications and enrolling into a developmentally appropriate child care program
- Actively address barriers to accessing child care and resources
- Provide excellent customer service in a culturally and linguistically appropriate way that empowers and supports each family and their individual needs
- Coordinate with Child Welfare and other community partners to create a seamless transition and referral system for resource families seeking immediate access to child care, where needed
- Coordinate trauma-informed trainings for child care programs and provide coaching to child care providers enrolled in the Emergency Child Care Bridge program to assist them in applying training and best practices
- Document all services including family and provider stories, challenges, and systems barriers
- Attend regular team meetings with 4Cs and other partners, to ensure the coordination of services and support for families across systems
- Meet with supervisor for individual reflective supervision
- Provide monthly reports as required by funders
- Represent the Bridge Program in community meetings, as needed
- Participate in related trainings and workshops

## QUALIFICATIONS

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- Bachelor’s degree or Master’s degree – Major in Early Childhood Education, Social Work, Human Development, Public Administration or a related degree
- Experience navigating complex systems, with a preference for Child Care Resource and Referral experience navigating the Alameda child care subsidy system
- Knowledge of child care subsidy eligibility criteria (i.e. Early Head Start/Head Start, Title 5, CalWORKs Stages 1, 2, 3, etc.)
- Experience working with resource families, foster care or other high-risk families and demonstrated commitment to work with the systems that support them
- Ability to take initiative, resourcefully identify and solve problems, be accountable, and do whatever it takes to ensure families meet their goals
- Ability to create and foster collaborative cross-sector partnerships
- Demonstrated cultural sensitivity and experience working effectively with people from diverse backgrounds
- Strong organizational skills and ability to establish new procedures and systems
- Strong verbal and written skills
- Must have valid California driver’s license, personal automobile insurance and access to own transportation
- Ability to work on evenings or weekends, as needed

To apply, please send resume and cover letter to: 4Cs of Alameda County, 22351 City Center Drive, Hayward, CA 94541 or Email: [resumes@4c-alameda.org](mailto:resumes@4c-alameda.org)

*Community Child Care Coordinating Council of Alameda County is an Equal Opportunity Employer.*



*4Cs is a Great Place to Work!*

-  11 Annual Paid Holidays + Additional Sick Leave
-  2 Floating Holidays Provided Every July 1<sup>st</sup>
-  Very Generous Vacation Leave
-  Cafeteria Style Benefits Cover Employee's Core Benefits
-  Flexible Work Schedules
-  Annual Employer Discretionary Retirement Contribution
-  403b Retirement Employer Match
-  Confidential Employee Assistance Program
-  Personal and Professional Development Opportunities
-  Energetic & Dedicated Staff Members
-  Exceptional Work Environment
-  Recognized as one of the *2017 Best Nonprofits to Work For!*