JOB ANNOUNCEMENT
CHILD CARE NAVIGATOR

PURPOSE:
Under general supervision, interviews applicants to determine eligibility for subsidized child care programs; assists resource and other parents/caregivers in identifying their child care options and selecting a child care provider that will best meet the child’s and family’s needs; collaboratively works on delivering training and support on trauma informed/trauma responsive and quality care training to early childhood educators, may also assist clients with understanding family fee statements; performs related work as assigned.

QUALIFICATIONS:
A typical way to obtain the knowledge and skills outlined above is:
• Two years of college-level course work in accounting or social services.
• Two years of experience which has involved application and explanation of rules and regulations to the public.
• Early Childhood Education units, child development courses and knowledge of the child care system in California is desirable.

REQUIREMENTS:
• Must be able to pass a criminal history fingerprinting clearance at the DOJ and FBI level.
• Must possess a valid California driver’s license, current automobile insurance and vehicle for work.
• Must be able to sit for extended periods of time in front of a video display terminal and maintain attention to detail, as well as able to see and hear within normal ranges with or without corrections.
• Ability to work occasionally a varied schedule, including evenings, weekends and early mornings throughout Humboldt County while transporting equipment.

WAGE: $15.99 per hour. Stipend for qualified bilingual candidates (English/Spanish)

BENEFITS: Benefits per current Personnel Policies include:
  Paid sick and vacation days, 13 paid holidays
  Health, vision, life, and dental insurance
  401(k) Retirement Plan

APPLICATION PROCEDURE: Submit a letter of interest, resume, and completed job application via
Email to nprato@changingtidesfs.org or via U.S. mail to:
Nanda Prato, Human Resource Director
Changing Tides Family Services
2259 Myrtle Avenue
Eureka, CA 95501
Job description and job application available at www.changingtidesfs.org

APPLICATION DEADLINE: Open Until Filled.
Changing Tides Family Services is an equal opportunity employer and does not discriminate on the basis of race, religion, national origin, ancestry, gender, marital status, sexual orientation, age, disability, or on any other inappropriate basis in its processes of recruitment, selection, promotion, or other conditions of employment.

Kerry Venegas, Executive Director