

Child Development Specialist –Child and Adult Care Food Program

Valley Oak Children's Services, Inc. (VOCS) is a private, nonprofit organization that strives to provide services that assist thousands of families in Butte County to achieve self-sufficiency, health and happiness. We are committed to providing services that support the care of our community's children and families. The agency's mission is "Touching the H.E.A.R.T. of children, families, & community through Health, Education, Advocacy, Resources, and Training activities". VOCS invests in tomorrow's leaders today. We are a strength-based organization providing services to Butte County since 1980.

Our programs reflect the commitment to building strong communities and placing families at the center of community support services. Examples of the services that we offer to the community include: Child care referrals, subsidized child care programs, assistance in developing individualized child care plans, a community resource lending library, Child Care Food Program, Parent Café, Behavioral Health program and parent advocacy services. We are looking for a motivated individual to join our dynamic Agency!

We are currently recruiting for an **Child Development Specialist -CACFP** in our Chico office. This is a 30 hours a week position. Valley Oak Children's Services offers an excellent benefit package including: 9 paid holidays, health insurance (medical, dental, and vision), 401(k), and a generous PTO plan.

Compensation: \$19.74 per hour

Position Summary:

- Knowledge of State and Federal Regulations applicable to California Department of Education (CDE) Child Development Services, Title 5 regulations, Federal Child Care Food (CCFP) Program regulations for childcare providers, Childcare Licensing for childcare facilities, and Resource and Referral Programs.

Social and Human Services Assistant

- Ability to work collaboratively as part of a team.
- Promote quality childcare services to childcare providers by employing a home-visit model in the counties served by VOCS.
- Monitor providers on the CCFP quarterly and provide annual trainings either onsite or in group training on CCFP regulations.
- Maintain up-to-date knowledge of Minute Menu, income eligibility for parents and CCFP providers, CNIPS, and meal reimbursement rates.
- Conduct home site monitoring and orientations for the CCFP program.
- Respond to requests for information, resources, and services from parents, childcare providers, or the community regarding nutrition education and ages & stages issues.

Training and Development Specialist

- Provide technical assistance during monitoring visits regarding all aspects of CCFP regulations, policies, procedures, and best practices.
- Offer specific trainings on CCFP regulations, either onsite, in a group setting, or utilizing an on-line format, along with nutritional information to all participating CCFP providers on an annual basis.
- Organize and develop onsite training manuals for providers who use WebKids and Scantron forms.

- Provide technical assistance and support services to parents, providers, and staff and demonstrate good customer service.
- Provide training services to parents, child care providers, and community members on nutrition, ages & stages, and other early care and education topics as assigned.

Office and Administrative Support

- Maintain CCFP database and prepare reports for CDE NSD and other reports/documents in accordance with regulations.
- Assist in the coordination of the CCFP eligibility process, medical/allergy statements and maintain appropriate documentation in reporting eligibility based on participation with the food stamp program.
- Provide resource and referral services to childcare providers and their families, including information on Healthy Families, PG&E Care and Parent Voices.
- Assist with Agency newsletter, the Exchange providing articles on nutrition, meal planning, exercise and obesity prevention, etc.
- Provide appropriate VOCS representation in various community workshops and meetings as assigned.
- Participate in Agency workshops, meetings, and trainings as assigned.
- Present informational meetings to public and partner agencies.
- Operate NoHo, Outlook, Minute Menus, relational databases, and Microsoft programs.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to remain calm under pressure and to demonstrate a high level of critical thinking skills.
- Very good office skills as well as computer knowledge and input ability.
- Proven leadership and communication skills in dealing with coworkers and community members.
- Excellent judgment and the ability to effectively establish work priorities.
- Knowledge of community programs and resources available in Butte County.
- Ability to work as a team member and take direction, as well as the ability to take responsibility and make appropriate decisions.
- Able to read, write and speak English.
- Basic arithmetic and computation skills; ability to analyze and interpret monthly provider timesheets.
- Able to prioritize tasks and demonstrate strong problem-solving skills and the ability to communicate the basis for decisions that are made.

Education and Experience

- Bachelor's Degree in Human Services, Social Services, Child Development, or related field. A minimum of three years experience the Child Care Food Program or in a child care center or family child care setting or a child development program is required. One year of experience may be substituted for education.
- **Certificates, Registration, Licenses:** A valid California driver's license is required. Vehicle liability insurance is required per the state of California. This position requires travel and dependable transportation. Eligibility for a Site Supervisor Child Development Permit is recommended.

How to Apply: The closing date for this position is Thursday March 18, 2021. Your application materials must be received by that time to be considered. Please submit a cover letter and resume. Your cover letter must address the following three questions:

- Describe your customer service experience.
- What do you know about Valley Oak Children's Services?
- What makes you a good candidate for this position?