



The Chicano  
Federation

## Chicano Federation of San Diego County, Inc.

### Job Description

**JOB TITLE:** Provider Case Specialist      **PROGRAM:** Infant/Toddler Program  
**CLASSIFICATION:** Non-Exempt            **STATUS:** Full-Time / 52 weeks  
**REPORTS TO:** ITP Supervisor            **SALARY:** \$22.00 to \$25.00 DOE

#### **GENERAL FUNCTION:**

Responsible for the enrollment, case management, and monitoring of providers in the Infant/Toddler program.

#### **ESSENTIAL FUNCTIONS:**

Recruit and enroll providers meeting all the required regulations.  
Ensure that providers comply with all program standards, state and federal regulations.

- Maintain accurate and legible records and case files on providers enrolled in the program.
- Maintain, update and monitor Provider's information in database software, such as KinderTrack.
- Ensure case files are complete, accurate, and updated with current information in accordance with the state and federal regulations.
- Ability to handle a case load of a minimum of 30 provider case files.
- Provide orientation to new providers about program requirements.
- Conduct monthly inspections of Family Child Care Homes for compliance with all program standards.
- Provide support and information to providers and parents as needed.
- Maintain current data and information of providers in database software, such as KinderTrack and DRDP Online.
- Assess training needs of providers; meet and work with parents and providers to optimize the growth and development of their children and enhance learning environments.
- Work as team member in the development and implementation of training for providers.
- Assist provider to develop positive working relationships with families.
- Participate and represent the organization at various community meetings and events as assigned.
- Develop accurate and concise reports as assigned.
- Conduct FCCERS for all FCCH sites to ensure that providers are maintaining the required standards and scores in all subscales
- Conduct DRDPs on children within case load throughout the year and submit data reports to FCC Manager.



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- Provide reports to FCC Manager pertaining to DRDP, FCCERS, and/or other reports as requested.
- Assist in developing and implementing presentations for providers during Support Groups.
- Monitor providers files for compliance with program standards.
- Act as the primary resource to providers, and public, and case management inquiries.
- Report suspected or known child abuse as required by Child Abuse Reporting Statute, California Penal Code, Section 11166.
- Take part in the submission of input and development of program self-evaluations.
- May be required to perform other related duties as assigned.

### **EDUCATION:**

At least 24 units in Child Development. Preferably Associate Degree in Child Development or related field. Bilingual (English/Spanish) speaking and writing skills preferred.

### **EXPERIENCE:**

Minimum of one year experience working with children and parents. Prefer experience working for a non-profit organization. Requires experience using computers and computer applications. Experience in implementing and conducting Desired Results Developmental Profile (DRDP) and Family Childcare Environmental Rating Scales (FCCERS).

### **OPERATING RESPONSIBILITY:**

Must interact with agency employees at all levels in a personal and professional manner. Excellent communication skills required to represent the organization in a professional manner. Requires interpersonal skills in meeting with parents and providers to assess children's development needs. Must be able to work well with diverse ethnic groups. Must be self-motivated and able to work independently. Ability to present a positive attitude at all times.

### **CONTACTS:**

Has contact with all levels of agency employees as well as providers, parents, and childcare professionals. Reports directly to the Infant/Toddler Program Manager.

### **WORKING CONDITIONS:**

Works in an office environment with professional business dress policy. Travel required for home visits and to attend network meetings and workshops. Must have a vehicle, current drivers license, and proper insurance. Must pass fingerprint and all clearances as required by CDE and Licensing. Must be available to work occasional evening and weekend hours.



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