



The Chicano  
Federation

## Chicano Federation of San Diego County, Inc.

### Job Description

#### **JOB TITLE: PROVIDER NAVIGATOR**

#### **GENERAL FUNCTION:**

Responsible for establishing working relationships with childcare facilities to promote and conduct training to Independent Childcare contractor providers and early childhood program staff. The trainer helps childcare facilities meet their professional development training requirements. The position reports to the Child Development Services Director.

#### **ESSENTIAL FUNCTIONS:**

- Responsible for recruitment and outreach of new ITP providers including providing customer service from Provider intake process to onboarding;
- Conduct training for ITP childcare facilities in ITP, to include SRG and referral base; Pre-K Standards; Pre-K Math & Science; Pre-K SEL; 10 Steps to Positive Discipline; In-Practice Informational Books in the Preschool; Community Kit; Families Kit; Learning Kit; Professionalism Kit; and all contracted trainings from QPI and CDE. Other courses may be added, upon release from the early learning division;
- Maintain positive collaboration with owners of independent family child care homes;
- Participate in training and provide instruction in the Professional Development program;
- Participate in appropriate state, regional, and national professional organizations;
- Required to attend training for each course taught, through workshops provided by collaborations and partnerships to ensure that the dissemination of curriculum is consistent throughout the program;

#### **REQUIREMENTS:**

- Minimum of a Bachelor's Degree in early childhood, child development or related field;
- The applicant must have a minimum of three years of successful teaching or counseling or social work experience, working knowledge of Title 22;
- All trainers must be registered in the Workforce Registry meeting all criteria required by the commission on childhood permits; qualified for a Master teacher permit or higher;
- Certification in FCCERS, DRDP Trainer, Trauma Informed Trainer;
- Bilingual a plus;
- Personal transportation including a valid driver's license and proof current auto insurance

#### **CONTACTS:**

Has contact with all levels of agency employees.

#### **WORKING CONDITIONS:**

Works in an office environment.