



The Chicano
Federation

Chicano Federation of San Diego County, Inc.

Job Description

JOB TITLE: STEPS NAVIGATOR

HOURLY PAY: \$22.00 TO \$25.00

GENERAL FUNCTION:

The STEPS navigator will work in collaboration with International Rescue Committee (IRC) and SDSU Center for Excellence in Early Development (CEED) to implement and evaluate the Steps to Family Child care Success (STEPS) Program. This program was created to sustain and help providers grow their family childcare business.

ESSENTIAL FUNCTIONS:

- Recruit, enroll, and build rapport with 15-20 family Child Care providers in the eligible zip codes.
- Develop a plan specific to the needs of the individual provider.
- Gather and send information on the available resources for childcare providers and assist providers in applying for the different resources.
- Attend all training courses given to providers to help guide them when they have questions on training topics.
- Prepare and submit Interim and Final reports to the Senior Program Director.
- Maintain a running record of services and benefits received in the clients' case files.
- Participate on all collaborative meetings.
- Complete appropriate follow-up on each case.
- Assist providers with technical support and helping providers make appointments with IRC when additional support is needed.
- Follow up with year one and year two providers by providing resources and requesting data for CEED.
- Collect data for CEED

REQUIREMENTS:

- Clear and concise oral and written communication
- Teacher permit preferred and experience working in Early Childhood Education field.
- Minimum of 1-year experience in Case management and Outreach
- Bilingual in English and Spanish
- 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.



The Chicano
Federation