



Chicano Federation of San Diego County, Inc.

Job Description

JOB TITLE: WORKFORCE DEVELOPMENT PROGRAM COORDINATOR

SALARY: \$52,000.00 to \$58,000.00

GENERAL FUNCTION:

The Coordinator is responsible for assisting eligible families in participating in the childcare training program funded by Price Philanthropies and San Diego Foundation. Assist families to understand and follow all state and local regulations, document and maintain proper records of the services provided to families registered in the program and overall assistance for successful participation. In addition, the Coordinator is also responsible for assisting eligible candidates in an eight-week program developing skills and support in opening their own day care. Funded by the San Diego Foundation for Early Childhood this role will mentor program participants for a one year period to ensure all state and local regulations, document and maintain proper records of the services provided to participants in the program and overall assistance for successful participation.

ESSENTIAL FUNCTIONS:

- Develop a case management plan specific to the needs of individual clients.
- Gather and consolidate information on the available resources for childcare providers.
- Work in Partnership with International Rescue Committee (IRC), YMCA Childcare Resource service, Chicano Federation and SDSU Center for excellence in Early Development (CEED) to design, implement and evaluate the Strengthening FCC providers Program. As well as, working in partnership with South Western College Women's Business Center, San Diego Foundation for Early Childhood Initiative and Chicano Federation for excellence in Early Development (CEED) to design, implement and evaluate the Strengthening FCC providers Program.
- Establish client eligibility by conducting assessment under the program guidelines.
- Helping to implement the training curriculum in partnership with other program partners.
- Prepare and submit reports to the Program coordinator on a timely basis.
- 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 in recruitment of program participants.
- Conduct home visits and assist in preparation for licensing approval visit.
- Determine startup cost and identify items Chicano Federation can assist with purchasing.
- Assist in other areas as needed to support program participants.

REQUIREMENTS:

- Clear and concise oral and written communication
- Minimum of 3 year experience in Case management and Outreach



The Chicano Federation

- Principles of career counseling, assessment, and competency-based education
- Local community resources and functions
- Bilingual in Spanish, Somali and/or Swahili
- Personal transportation including a valid driver's license and proof current auto insurance
- Knowledge and experience in day care operational requirements.

EDUCATION:

State funded programs knowledge 3+ years experience.
Bachelor's degree preferred

CONTACTS:

Has contact with all levels of agency employees.

WORKING CONDITIONS:

Works in an office environment.