



The Chicano
Federation

Chicano Federation of San Diego County, Inc.

Job Description

JOB TITLE: Workforce Navigator

HOURLY PAY: \$20.00 to \$22.00 Depending on Experience

GENERAL FUNCTION:

The Navigator, in partnership with San Diego & Imperial Women's Business Center (WBC) is responsible for assisting eligible participants in the Start your Family Child Care Business training program. This role will focus on building relationships with participants by enrolling in the program using the WBC data management system, Neoserra. All data is to be tracked in the Neoserra system. Through outreach, the navigator is also to deliver trainings effectively and provide one-on-one additional support to ensure participants success in the program and will mentor program participants to ensure all licensing requirements are met so they can acquire their child care license through Community Care Licensing.

ESSENTIAL FUNCTIONS:

- Develop a plan specific to the needs of individual clients.
- Gather information on the available resources for childcare providers.
- Establish client eligibility by conducting an intake interview.
- Assist in recruitment of program participants.
- Conduct home visits and assist in preparation for licensing approval visit.
- Helping to implement the training curriculum in partnership with other program partners.
- Prepare and submit quarterly reports to the Program Director in 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 other areas as needed to support program participants.

REQUIREMENTS:

- Clear and concise oral and written communication.
- Minimum of 1-year experience in customer service.
- Experience in Early Childhood Education preferred.
- Local community resources and functions.
- Bilingual in English/Spanish, required.
- Personal transportation including a valid driver's license and proof of current auto insurance.
- Knowledge and experience in the family childcare setting.

CONTACTS:

Has contact with all levels of agency employees.

WORKING CONDITIONS:

Works in an office environment.