



Job Announcement

## Family Services Specialist I

**Position Type:**

Full-Time

**Days:**

Monday – Friday  
(Occ Weekends)

**Hours:**

8:30 AM – 5:30 PM  
(Occ Evenings)

**Open To:**

Internal & External

**Department:**

Subsidy

**Reports to:**

Subsidy Program  
Supervisor

**Management:**

No

**Position Status:**

Non-exempt

**Salary:**

\$27.03 Hourly

**Benefits:**

- Medical
- Dental
- Vision
- 403(b)
- Aflac
- Life/ADD
- LTD
- FSA

**Date Updated:**

7/19/2022

Are you interested in working in an environment that can make a positive impact in your community by building relationships with families? This might be the position you've been waiting for.

**WHO WE ARE:**

Solano Family & Children's Services promotes and advocates for the well-being of children, their families and child care providers, by offering access to a variety of child care resources. We hire individuals who have a strong work ethic and are looking for a career that supports our mission and impact in Solano County.

**WHAT YOU'LL DO:**

The Family Services Specialist will determine initial and continuing parent eligibility for subsidized child care services. This person will maintain a client caseload at full capacity of a specific program or at 80 percent capacity when managing multiple programs. This person will also be responsible for providing supportive services to families in Solano County who are participating on the child care subsidy program.

**OUR IDEAL CANDIDATE:**

The ideal candidate has strong communication, organization, customer service, and critical thinking skills. This person must have knowledge and the ability to use computers for client data, word processing and a calendar of events. This person must be able to work as part of a team and be available to travel throughout California to attend conferences, workshops, trainings, and community meetings.

- Two years' experience in a position involving community or social service work
- One year interviewing and caseload management experience
- Experience determining eligibility for a public assistance program preferred
- Or equivalent combination of education/experience

**WHAT ELSE YOU SHOULD KNOW:**

A drug screening and background check is required after an offer of the position. A full job description is available on our website at [www.solanofamily.org](http://www.solanofamily.org) or you can request one via email at [kparkham@solanofamily.org](mailto:kparkham@solanofamily.org). Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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**Application Information**

<b>To Obtain an Application:</b>	<b>Application Submission:</b>	<b>Additional Information:</b>
<ul style="list-style-type: none"><li>• Visit our website at <a href="http://www.solanofamily.org">www.solanofamily.org</a></li><li>• Request via email at <a href="mailto:kparkham@solanofamily.org">kparkham@solanofamily.org</a></li><li>• Call the Job Hotline at (707) 863-3950 option 7</li><li>• Visit our office at 421 Executive Court North, Fairfield, CA 94534</li></ul>	<p>An agency application must be completed and submitted to:</p> <p><b>Solano Family &amp; Children's Services</b> Attn: Human Resources 421 Executive Court North Fairfield, CA 94534</p> <p>Or emailed to: <a href="mailto:kparkham@solanofamily.org">kparkham@solanofamily.org</a></p> <p>Or faxed to: 707.863.9772 Attention Human Resources</p>	<ul style="list-style-type: none"><li>• Only candidates who meet the job requirements will be invited to test and interview</li><li>• Employment is conditional pending satisfactory results of all requirements</li><li>• The position requires a pre-employment (post-job-offer) agency-paid drug screen, TB clearance and criminal background check</li></ul>

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