



Job Announcement

Provider Services Specialist

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 Supervisor

Management:

No

Position Status:

Non-Exempt

Salary:

\$22.35 Hourly

Benefits:

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

Date Updated:

7/19/2022

If you have a desire to serve the community by assisting with reimbursements for services to subsidized families, have caseload management experience, would enjoy educating child care provider on policies and procedures for participation on the Child Care Subsidy Program, and have strong accounting skills this may be the position you have 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 Provider Services Specialist is responsible for processing provider reimbursements for services rendered to the Subsidy Program as well as educating participating child care providers on the program policies and regulations. They are also responsible for determining initial and continuing eligibility for participation, generating required program documents, facilitating provider orientations, and maintaining provider files.

OUR IDEAL CANDIDATE:

The ideal candidate should be proficient with a variety of responsibilities including experience providing good customer service, accounting experience, two years office experience including working with computers and excellent math skills.

- Strong communication skills
- Ability to work as a part of a team, which includes flexibility regarding job duties to meet agency and program needs
- Ability and willingness to travel throughout California to attend conferences, workshops, trainings and community meetings

WHAT ELSE YOU SHOULD KNOW:

Drug screen and background check required after offer of position. Full job description is available on our website at www.solanofamily.org or request via email at kparkham@solanofamily.org. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Application Information

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