



Job Posting

Resource & Referral Specialist I Bilingual Spanish

Position Type:

Full-Time

Days:

Monday – Friday
(Occ Weekends)

Hours:

8:30 AM – 5:30 PM
(Occ Evenings)

Open To:

Internal & External

Department:

Resource & Referrals

Reports to:

Resource & Referral
Program Manager

Management:

No

Position Status:

Non-Exempt

Salary:

\$22.35 Hourly

Benefits:

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

Date Updated:

6/23/2022

Do you have a desire to assist families and child care facilities in Solano County with their child care needs by providing resources, technical assistance, and information on child care related topics? If you think you would enjoy assisting with the development and presentation of workshops and training series for the community, this might be the opportunity you have been waiting for.

WHO WE ARE:

Solano Family & Children's Services creates connections for families and child care providers to support the healthy development of children for a thriving community. 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 Resource & Referral Specialist I will consult with families to determine child care needs and provide education regarding quality child care, community resources and child care referrals. This person will also support the Resource & Referral Program staff in the development and presentation of workshops and training series for the community, as well as maintain and develop the SFCS community Lending Library services.

OUR IDEAL CANDIDATE:

The ideal candidate should be proficient with strong written and verbal communication skills, excellent customer services skills and be familiar with Microsoft Office products.

- At least 12 Core Units of Early Childhood Education/Child Development required
- Minimum one year of experience in child care, preschool, or related field
- One year office experience preferred
- Experience in using a computer database program, internet experience, or equivalent combination of related education and experience
- Strong communication (written/verbal) & organizational skills
- Multi-task oriented
- Excellent customer service skills
- Proficient in Microsoft Office products
- Ability to attend off-site and evening/weekend trainings, meetings, workshops, etc.
- Ability to lift at least 25 pounds

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 qualified individuals with disabilities to perform essential job 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• 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

An Equal Employment Opportunity Employer M/F/B/D/V