



Job Posting

Resource & Referral Outreach Specialist

Position Type:

Full-Time

Days:

Monday – Friday

Hours:

8:30 AM – 5:30 PM

Open To:

Internal & External

Department:

Resource & Referrals

Reports to:

Resource & Referral
Program Manager

Management:

No

Position Status:

Non-exempt

Salary:

\$24.58 Hourly

Benefits:

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

Date Updated:

8/23/2022

Are you experienced with the Ages and Stages screening tools for children birth through five years? Do you enjoy providing education and information on the importance of conducting routine developmental screenings? This may be the position you've 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 Outreach Specialist will connect young children and their families to programs and services throughout Solano County by assisting with outreach and relationship building with community agencies, child healthcare providers, and other medical professionals regarding the Help Me Grow Program (HMG), the Subsidized Child Care Program, and referral process.

OUR IDEAL CANDIDATE:

Our ideal candidate should be proficient with the Ages and Stages Questionnaire (ASQ), and the ASQ Social Emotional screening tools for children birth through five years to ensure effective linkage to appropriate programs and services.

- Educate the community on Help Me Grow (HMG) and Solano Family & Children's Services (SFCS) services
- Work closely with HMG Call Center staff in developing and maintaining the community referral database program
- Participate in agency and community outreach events
- Provide outreach efforts to connect families with HMG and the Child Care Subsidy Program

WHAT ELSE YOU SHOULD KNOW:

Drug screen and background check required after offer of position. Full job announcement 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

Job Description
Communications Specialist

Page 2 of 2

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>	<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