



Job Announcement

# Resource & Referral Specialist I

Bilingual Spanish

**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

**Pay Scale:**

Starting Pay: \$24.64

Top of Pay Scale: \$30.12

**Benefits:**

- 403(b)/Agency Match
- Aflac
- Dental
- EAP
- FMLA/CFRA/PDL
- FSA (Med/Dep)
- Life/ADD
- LTD
- Medical
- Paid Vacation, Sick, Mental Health Days
- SDI/PFL
- Vision

**Date Updated:**

8/31/2023

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, process child care referral requests, and provide education regarding quality child care, community resources and child care referrals. This person will also provide consultation to the public about quality child care, community resources and child care referrals, as well as maintain and develop the SFCS community Lending Library services.

**OUR IDEAL CANDIDATE:**

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

- At least 12 Core Units of Early Childhood Education/Child Development preferred
- One year office experience or equivalent training program required
- AA degree in Child Development or Early Childhood Education preferred
- Multi-task orientated
- Minimum one year center or home-based family child care experience or experience working in a resource & referral program or similar community resource service preferred
- Ability to attend off-site trainings, meetings, workshops, etc.
- Ability to lift at least 25 pounds
- CA Driver License and dependable auto with insurance coverage that is required by law

**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](http://www.solanofamily.org) or request via email at [JYarrow@solanofamily.org](mailto:JYarrow@solanofamily.org). Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**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:JYarrow@solanofamily.org">JYarrow@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:JYarrow@solanofamily.org">JYarrow@solanofamily.org</a></p> <p>Or faxed to: 707.863.9772 Attention Human Resources</p>	<ul style="list-style-type: none"><li>• Only the 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>