



## JOB ANNOUNCEMENT

### Navigation Coordinator

**ABOUT THE ORGANIZATION:** The California Child Care Resource and Referral Network (Network), a nationally recognized non-profit membership organization, addresses the needs of parents and childcare providers throughout California. The Network works with 69 local child care resource and referral (R&R) programs, throughout California, to inform parents and the public about quality child care, assist child care providers to serve their communities and encourage positive policy changes on the local, state, and federal levels. The Network provides leadership and vision for the continuous development and improvement of resource and referral services statewide, helping to build, support, and advocate for a quality child care system that supports the diversity of families and children in every community in California. The Network reinforces its mission, practices and policy priorities to address inequity and child poverty and to promote the wellbeing of all children in our state. For more information, please visit the Network website at <http://www.rnetwork.org>.

<b>POSITION:</b>	<b>Navigation Coordinator</b> <i>The California Emergency Child Care Bridge Program for Foster Children is funded by the California Department of Social Services (CDSS).</i>
<b>LOCATION:</b>	Hybrid/Remote. Our main office is located in San Francisco.
<b>SALARY:</b>	\$2,231.25 - \$3,018.75 bi-weekly 40 hours/week, Monday-Friday, Non-exempt
<b>BENEFITS:</b>	Excellent benefits (health & dental insurance; paid vacation & sick leave; monthly personal technology reimbursement; 15 paid holidays per year, including Christmas Day through New Years Day) <i>Healthy Mothers Workplace Award recipient</i>
<b>CLASSIFICATION:</b>	Coordinator- Non-exempt
<b>REPORTING:</b>	This position reports to the TIC Training and Coaching Manager
<b>APPLICATION DEADLINE:</b>	Open until filled

**BACKGROUND:** The California Emergency Child Care Bridge Program for Foster Children (Bridge Program) aims to increase the number of foster children successfully placed in home-based settings, increase capacity of child care programs to meet the needs of children in foster care, and maximize funding to support the child care needs of eligible families. The Bridge Program consists of the following three components: Emergency child care voucher to pay for child care, child care navigation, and trauma-informed care training and coaching for child care providers. The Network leads the navigation and TIC training and coaching components through the development of trainings, training of trainers, and technical assistance infrastructure with local R&Rs. The Network actively supports R&Rs in developing their skills and collective support towards navigation to support families and training and coaching child care providers.

**DESCRIPTION:** The Navigation Coordinator provides training and technical assistance to local Bridge Program Navigators; coordinates learning community webinars; adapts TIC training tailored to the needs of Navigators; coordinates additional support based on needs; and will develop a Training guide for Navigators and Resource Families. Successful candidates must have experience in child care referral and subsidy programs, consumer education on child care options, training adults in trauma-informed

caregiving practices, and developing engaging resources and meaningful learning experiences for adults. The ideal candidate will have a strong background in the early childhood field. Responsibilities will primarily be directed towards: Training Development (25%), Training and Professional Development (40%), TA and Support (30%), and Project Management (5%).

**JOB RESPONSIBILITIES:** The Navigation Coordinator will:

- Act as a resource and guide for R&R Navigators as they partner with county department of social services on caseloads and supporting families and child care providers on child care placement.
- Collaborate with the Bridge team at CDSS to ensure accurate support is provided on the reporting that Navigators contribute to.
- Provide Technical Assistance (TA) to R&R Navigators in opt-in counties statewide on the Navigator component of the Bridge program, as well as reporting tools, program policies, and effective training and support strategies, via telephone, email, e-newsletters, webinars, and online.
- Communicate with R&R Navigators to gain an understanding of best practices, concerns, challenges, and successes with the implementation of child care navigation services.
- Assist with the development of training curricula and templates, TA and outreach materials, policies and procedures, quarterly reports to funders, and other resources for local R&Rs.
- Develop culturally appropriate resources and facilitate trainings for navigators working with families, using the Strengthening Families approach and trauma-informed practices for Navigators, R&R staff, families, and child care providers.
- Work closely with the TIC Training & Coaching Manager and TIC/Bridge Team to plan and deliver professional development activities around trauma informed navigation (e.g., in-person and virtual training for trainer events, conferences, monthly webinars, etc.).
- Maintain records of program activities.
- Ensure monthly TIC/Bridge e-newsletters and supporting documents (e.g., articles, blog posts, training modules, guides, timelines, reports, and surveys) are posted to the Network's website.
- Engage and support R&R staff on their participation in PACEs Connection, and other applicable communication platforms.
- Build positive workplace relationships and work as a collaborative and reliable team member within the TIC team and across the Provider Services department which is located throughout California.
- Keep up-to-date with child development, TIC, adverse childhood experiences, and mental health literature, research, and trends in early care and education.
- Actively participate in existing and developing partnerships related to the Bridge Program and navigation in particular, with the TIC Training & Coaching Manager, Bridge Navigators, R&R TIC Trainers, CDSS, local R&Rs, and partners.
- Participate in staff meetings, roundtables, teleconferences, relevant meetings, and professional development opportunities, as appropriate and necessary.
- Commit to the Network's Mission and Vision, including, but not limited to prioritizing inequity and anti-racism work, with a focus on Black children and families, so that we can best ensure the well-being of all children in our state.
- Perform other duties, as assigned.

**QUALIFICATIONS:**

- Bachelors' Degree in related fields of early childhood education, human services, social work, or psychology, with relevant work experience (relevant work experience may be substituted for education).

- Minimum of three years relevant experience with the following: children and families, impact of trauma with children, understanding of early childhood developmental needs (including working with children ages birth to five years), and facilitating trainings.
- Authorized in the Network Trauma Informed Care Training modules, preferred.
- Demonstrated ability to work independently, prioritize, and meet tight deadlines.
- Experience and understanding of working with early child care providers, particularly home-based providers.
- Experience conducting child care navigation support or providing technical assistance, consultation, training, and support to navigators.
- Experience, willingness, and ability to use technology to communicate and carry out job responsibilities (e.g., Microsoft Office Suite, including PowerPoint; GotoWebinar/Meeting, Zoom, Dropbox, Google Suite, etc.).
- Experience in effective communication and engaging participation using various web-based platforms, as well as in person.
- Strong interpersonal skills including the ability to work effectively with diverse populations.
- Ability to be flexible, innovative and adapt to the changing needs of the program, department, and agency.
- Previous experience that demonstrates effective problem-solving and decision-making skills and ability to work autonomously with sites and partners across California.
- Effective time management and organizational skills and the ability to successfully meet position requirements.
- Strong effective written and verbal communication, and presentation skills
- Must show proof of a valid California Driver's License
- Valid California Driver's License and a clean DMV record
- Ability to travel throughout the state (approximately 10%)

### **Work Environment/Physical Demands**

The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This job can mostly be done from home, with access to a secure internet.
- Ability to travel to main office in San Francisco, Sacramento, Los Angeles, and across the state for meetings as needed.
- The noise level in the work environment at main office is usually moderate.
- While performing the duties of this job, the employee is regularly required sit and talk or hear for long periods of time.
- The employee is occasionally required to stand and walk.

**COVID-19:** The Network is committed to the safety and well-being of its employees and is a 100% COVID19 vaccinated workplace. Proof of vaccination will be required upon acceptance of a job offer. Job applicants with religious and disability-related objections will be given reasonable accommodations.

**APPLICATION PROCESS:** Please send a resume and cover letter indicating the position for which you are applying via e-mail to [jobs@rrnetwork.org](mailto:jobs@rrnetwork.org). Candidates invited to interview will be required to complete a Network Application available at <https://rrnetwork.org/about/careers>.

*The California Child Care Resource & Referral Network is an equal opportunity, affirmative action employer.*