



**Administrative Office  
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Catholic Charities of the Diocese of Santa Rosa, a non-profit and the largest human services provider in the North Bay, serves the most vulnerable regardless of their religious, social, or economic background. We challenge poverty, counsel immigrants, and care for our seniors by supporting the dignity and independence of all we serve. We support, educate, create opportunities, ensure the well-being of our staff, and engage community leaders in the betterment of those most in need.

## **JOB ANNOUNCEMENT: Childcare Resource Manager**

The Childcare Resource Manager is a new position located at Catholic Charities' 138-bed Family Shelter for families experiencing homelessness. This position is part of a pilot-program that will work directly with shelter participants, housing navigation staff, management, and community partners to expand childcare knowledge and increase community based childcare options for families who residing in the shelter. The goal of this position is to connect families with long-term affordable childcare that will be sustained into housing. The Childcare Resource Manager will provide direct service through assessments, administering short-term childcare assistance, and linking to childcare resources. The Childcare Resource Manager will also work with internal and external partners to incorporate best practice research into the refinement of this pilot-program design, with a special emphasis on inclusion of trauma-informed care, evidence-based assessments and services, and a focus on immediate interventions, long-term impacts and program sustainability. This position is non-exempt, full-time with a starting salary of \$22 to \$23 per hour.

### **Essential Functions**

- Implement new program policies and procedures in line with accreditation standards. Implement performance and quality improvement processes in compliance with agency guidelines. Communicate changes and news rules/regulations to staff. Ensure that all accreditation operational policies and procedures are implemented and enforced.
- Research and incorporate best practice research into refinement of the program design, with special emphasis on inclusion of trauma-informed care, evidence-based assessments and services, and a focus on immediate interventions, long-term impacts and program sustainability (examples: Eyberg Child Behavior Inventory, Parenting Scale, etc.)
- Pilot the provision of financial assistance to subsidize childcare costs for families ineligible for or awaiting childcare subsidy vouchers through other community programs.
- Oversee outcome measurement for reporting and assist with grants, foundations and the agency.
- Childcare navigation includes help obtaining community-based childcare vouchers to sustain long-term stability of the family.
- Oversee the development of researching and networking with childcare resource and the communication of those resources to participants and shelter navigators focusing on the children, family and youth programs.
- Build relationships with in the community through one-on-one networking and group meetings to help

form partnerships and provide more resources for residents to break the cycle of homelessness.

- Maintain professional behavior in all aspects of job:
- Respect client confidentiality and adhere to all privacy regulations.
- Be an example of behavioral expectations. Be a positive role model and representative for Catholic Charities in the community.
- Maintain a professional appearance and presence.
- Be thoroughly familiar with the policies and procedures guiding the work of this position in particular and the program or department overall. Perform job functions in line with these policies and procedures.
- Participate in training required by accreditation standards, plus performance and quality improvement efforts.
- Participate in case management meetings to provide wrap-around case consultation for the families.

**Note: Catholic Charities considers this position to be a mandated reporter of elder and child abuse.**

#### **Other Responsibilities**

- Attend and participate in group meetings and in-service training as requested.
- Perform other related duties as assigned.

#### **Agency Culture**

The business and social environment we operate in has changed. What worked yesterday may not work today and will likely not work tomorrow. To thrive, we must incorporate new ways of thinking and embrace new practices. As part of our individual and agency cultural change process, it is critical that all employees of Catholic Charities aspire to the following:

- *A commitment to the agency's mission, vision, and values;*
- *A commitment to excellence in everything we do;*
- *A commitment to accreditation as well as performance and quality improvement;*
- *A commitment to outcomes and measured results;*
- *A commitment to innovation and to what is possible.*

#### **Education, Experience, and Skills Required**

- Bachelor's degree required. Master's degree preferred.
- 3-5 years of related program experience required.
- Experience organizing with an ability to implement systems approach.
- Computer literacy required with experience with Word, Excel, and Outlook program. Familiarity with internet based tools (webmail, google calendar, webtime etc.)
- Strong interpersonal skills, cultural competence and ability to employ sensitivity in building rapport with clientele.
- Creative problem solving skills and initiative to implement them.
- Willingness to travel, as driving is often required, and a valid California driver's license and legally required insurance (a CA minimum).
- Must successfully pass fingerprinting check after start of employment.
- Exhibit the core competencies, habits, critical thinking, attitudes, behavior, and drive to help make Catholic Charities and its programs a center of excellence and a model program.

- Must pass background clearance at start of employment.

### **Physical Requirements**

- Requires ability to sit up to 3-6 hours per day with intermittent occasional walking, standing, and bending.
- Occasionally may be required to lift items up to 10 pounds to a height up to 3 feet.
- Occasionally may be required to carry items up to 10 pounds for distances up to 500 feet.

### **PERKS**

**10 Vacation days per year**

**13 Holidays per year**

**Very Affordable Health, Vision and Dental Insurance**

**Referral Bonus for employees**

**403b Plan with 5.5% contribution**

**Premium Pay for Overnight Shifts**

**Team Spirit and Supportive Work Environment**

**Great Organizational Mission**

**Equal Employment Opportunity – M/F/D/V**

Visit [www.srcharities.org](http://www.srcharities.org) for an application.

We look forward to receiving your completed application resume and cover letter.

Open until filled.