



## Child Care Coordinating Council, Inc. of San Mateo County

### JOB DESCRIPTION

Title: Bilingual (English-Spanish) Health & Safety and Outreach Coordinator

Reports to: Program Manager

Department: Community Programs

Classification: Non-Exempt

Hours: 40 hrs/week, (regular evening and weekend hours required)

In accordance with the mission and goals of 4Cs, the Early Childhood Education (ECE) Coordinator will be responsible for specific duties including providing support to both prospective and established child care providers, coordinating trainings in Health and Safety topics to increase knowledge and enhance quality in child care settings, helping to integrate 4Cs services and programs, and data entry.

#### PRIMARY RESPONSIBILITIES:

##### **Provider Education:**

- Provide outreach and technical assistance to child care early educators in person and over the phone.
- Develop curriculum and implement provider educational workshops in Health and Safety topics, including but not limited to CPR, First-Aid and Preventative Health Practices, Nutrition and Emergency Disaster Preparedness.

##### **Outreach:**

- Participate in outreach events to raise awareness of 4Cs services and programs.
- Explore and develop new ways to increase community awareness.
- Outreach to individuals and institutions (such as human resource departments, doctors' offices, realtors, mothers' groups) to create distribution pathways for resource information.
- Assist with translation of outreach materials and collateral.

##### **Resource Research & Referrals:**

- Provide referrals to community resources to all clients. Serve as a liaison between families and community partners. Develop collaborative relationships with resource agencies and establish procedures for the direct referral of clients. Continuously research and obtain updated and new materials to ensure 4Cs is providing the most current and comprehensive resources to families and providers.

##### **Information management and data integrity:**

- Maintain thorough and accurate records, files, correspondence, and statistics in both written form and via data entry in computer databases to fully document services.
- Other miscellaneous duties as assigned.



#### RELATIONSHIPS:

- Maintain professional and friendly rapport with clients and visitors. Use good judgment and discretion when discussing case particulars or helping to resolve problems.
- Maintain professional and open communication with management and other 4Cs staff.
- Work as part of a team to assure all functions are covered or completed on a daily basis.
- Share information, collaborate and coordinate activities with other 4Cs staff.
- Represent 4Cs in the community and at events relevant to the parent and provider community.
- Maintain confidentiality related to 4Cs services and internal operations.

#### MINIMUM QUALIFICATIONS:

- AA degree or equivalent experience and college level coursework in ECE, Human Services, Social Services or other field that specifically relates to the position; BA preferred.
- 2-3 years of experience in a directly related social service, child development, or related field.
- Effective oral and written communication skills.
- High level of proficiency with MS programs such as Word, Excel, Outlook, PowerPoint, and Publisher
- Excellent data entry skills.
- Excellent organizational skills and attention to details and deadlines.
- Ability to manage own workload and prioritize multiple tasks.
- Demonstrated ability to work with a diverse population.
- Bilingual Spanish written and oral skills required.

#### SPECIAL QUALIFICATIONS:

- Knowledge of child development and issues related to the field of ECE preferred.
- Knowledge of or ability to quickly learn state licensing regulations for family child care and center-based programs.
- Adult training experience-preferred

TO APPLY please submit a cover letter and resume to:

Child Care Coordinating Council (4Cs) of San Mateo County  
Sobrato Center for Non Profits-Redwood Shores  
330 Twin Dolphin Drive, Suite 119  
Redwood City, CA 94065-1455

Or by Email:

[gallen@sanmateo4Cs.org](mailto:gallen@sanmateo4Cs.org)