

Family Services Supervisor



POSITION TITLE	DEPARTMENT	REPORTS TO
Family Services Supervisor	Education	Director of Programs
EMPLOYMENT STATUS	FLSA STATUS	SUPERVISES
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	Enrollment Clerk

POSITION SUMMARY

Oversees agency Enrollment at all sites, ensuring intake, enrollment, eligibility certification paperwork for CDSS, CDE and CACFP Programs are in compliance with CA Regulations. Review Children’s Files on a regular basis for compliance and efficiency, including licensing documentation. Regularly attend Community Collaborate Meetings in Orange and Riverside Counties to promote agency programs. Develop and maintain Agency’s Annual Family and Child Recruitment, Advertising and Marketing Plan.

ESSENTIAL DUTIES & RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Prepare, organize, and maintain accurate, updated paperwork according to TRF, Licensing, and government contract compliance guidelines. Ensure all files and records are kept current through routine file checks. Review all submissions for accuracy.
- Collaborates with staff to develop and establish plans and timelines for implementing community outreach.
- Establishes partnerships with public and private organizations/corporations to address the needs of enrolled children and families
- Coordinates and facilitates information sessions with local schools, community organizations, administrators and the general public to promote awareness of the program benefits.
- Establishes networks and makes recommendations regarding the creation and utilization of community contacts and resources to enhance visibility within the community, increase enrollment, and develop collaborations.
- Assist parents as needed with completing required enrollment forms, including collecting required documentation needed for enrollment and income calculation.
- Provide coverage as needed for Enrollment Clerk as needed.
- Provide parents with accurate information and forms when any change in the status takes place.
- Provide updated information to all enrolled families regarding any changes to the Program.
- Ensure CACFP Nutrition Applications are accurate, including yearly re-certifications.
- Ensure staff maintain all required licensure paperwork in each child’s file as required by Community Care Licensing, TRF, CA Department of Social Services and California Department of Education.
- Maintain courteous, kind, and professional demeanor in all communications to TRF staff, co-workers, clients, volunteers, vendors, other professionals and children at all times.

Family Services Supervisor

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- BA Degree in Early Childhood Education or Behavioral Sciences
- Bilingual English/Spanish Highly Preferred
- Experience working in CDE and/or CDSS Funded Programs
- Experience overseeing Enrollment, Recruitment and Marketing.
- Able to exchange routine information using tact and persuasion as appropriate
- Good oral and written communication skills
- Ability to key in data, type, and operate a computer keyboard

ADDITIONAL REQUIREMENTS

- Criminal background clearance with (FBI, DOJ, and CAI)
- Complete a physical examination, T.B. test, proof of immunization for (influenza, TDap, and MMR),
- Submission of satisfactory proof of your identity and your legal authorization to work in the United States. If you fail to submit this proof, federal law prohibits us from hiring you.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or finger, handle, or feel objects, tools or controls. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus. The noise level in the work environment is usually moderate.

Training and Research Foundation is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.

SALARY

\$28-\$30 Hourly

\$58,240-\$62,400 Annually

SCHEDULE

Primary Office Space, Santa Ana

Requires Periodic Visits to Santa Ana and Riverside Sites

Mileage Reimbursement Provided

Monday-Friday

8:30 am-5:30 pm

APPLY ONLINE:

