



Posted on July 23, 2008

POSITION: **PROGRAM CONSULTANT**
Bilingual English/Spanish required.
Biliterate Skills a plus but not required.

PROGRAM: **CHILD CARE FOOD PROGRAM**

POSITION DESCRIPTION:

Under the general supervision of the Program Director, provides technical, educational, interpretive, advocacy, and office support in all functions of the Child and Adult Care Food Program; performs related work as required.

DUTIES & RESPONSIBILITIES:

- Contacts assigned licensed day care homes/centers to explain program requirements and parameters.
- Responsible for independently managing a caseload of licensed day care homes/centers.
- Visits day care sites of program participants and monitors their activities on a periodic basis to ensure compliance with program requirements, and for Second Harvest requirements for participation in the Children's Food Network.
- Counsels and instructs Child Care providers in child nutrition matters; instructs program participants on any revised rules and procedures.
- Maintains accurate records, reviews reports submitted by day care providers, reconciles discrepancies, and uses a computer to generate monthly reports required by funding sources.
- Develops child nutrition educational materials and conducts educational workshops and presentations.
- Uses initiative and independent judgment to work cooperatively with others and independent; schedules and organizes own work, makes appointments for site visits, and meets critical deadlines for preparing records and submitting reports.
- Assists with advocacy and related activities as assigned; stays current with child nutrition legislation and news; assists with setting program goals and objectives.
- Develops and maintains effective working relationships with other agency staff, day care providers, representatives of funding and community organizations, and the public.
- Communicates effectively and respectfully with people from different racial, ethnic and cultural groups and from different backgrounds and lifestyles; demonstrates a knowledge of and sensitivity to their needs.

- Drives a motor vehicle to conduct monthly home visits.

Job descriptions are intended to be illustrative only; they are not designed to be restrictive or to define each and every assigned duty and responsibility. In an organization of this nature, each employee is expected to perform such duties as necessary to fulfill the stated goals of the agency.

MINIMUM QUALIFICATIONS:

Knowledge:

- of standard office practices and procedures, including filing, record-keeping, scheduling, and the use of standard office equipment, including a typewriter, and computer equipment.
- of basic child nutrition principles; and
- of available child care and related services in the Tri County area.

Skill:

- in reading and understanding complex regulations and procedures;
- in interpreting such regulations to a wide variety of people;
- in organizing work, setting priorities, using initiative and independent judgment, and maintaining attention to detail;
- in maintaining records, compiling and using a 10 key adding machine to reconcile numerical data;
- performing a variety of office support activities including typing at the rate of 35 wpm;
- in using a computer to do word processing and to develop and generate monthly reimbursement reports.
- in preparing from layout to readiness, educational and informational materials and in disseminating such materials;
- in making public presentations;
- in filing accurately and making accurate arithmetic calculations;
- in dealing tactfully and effectively with day care providers, and being sensitive to their needs and concerns; and
- in developing and maintaining effective working relationships with other agency staff members, day care providers, representatives of funding and community organizations, and the public, including people from different racial, ethnic and cultural groups and from different backgrounds and lifestyles.

OTHER REQUIREMENTS:

Must possess a California Driver's License and have use of a motor vehicle to conduct site visits.

Bilingual English/Spanish required. Biliterate Skills a plus but not required.

Union:

The CACFP Program Consultant position is represented by the SEIU bargaining unit.

RATE OF PAY & HOURS:

The salary for this position is \$11.71/hr plus a \$.40 per hour differential for bilingual skills after passing a test administered by the Human Resources Department. This position is 40 hours per week, Monday through Friday. Employee will be required to occasionally work evenings and/or weekends for program workshops and trainings.

BENEFITS:

For employee-: paid medical, dental, vision, and life insurance. This benefit package is valued at \$4782-\$5170 per year.

First year: 12 vacation days and 13 holidays

Sick leave: Eight hours/month, with accrual based on 40 hour work week.

401(k) Retirement Plan eligibility as of one year of employment, effective during open enrollment periods.

TO APPLY:

Pick up a job description and application at Community Bridges, 236 Santa Cruz Ave., Aptos, CA. 95003. You can also visit www.communitybridges.org to download the application and job description. Contact Lorena Paniagua at (831) 688-8840, ext. 200 lorenap@cbridges.org.

APPLICATION DEADLINE:

Completed job application and resume must be returned to COMMUNITY BRIDGES Human Resources Department by **5 PM on Tuesday, July 29th 2008.**

COMMUNITY BRIDGES IS AN EQUAL OPPORTUNITY EMPLOYER.

Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical condition.

Rev:7/23/08