Homeless Family Engagement Specialist

The Homeless Family Engagement Specialist helps identify and assist Pierce County families who are experiencing homelessness to meet their child care needs. They help administer the Child Care Resources Homeless Child Care Subsidy. They provide other related services to families in homeless situations and technical assistance to child care providers to adapt care for their children. The goal of these services is to ensure that children from families experiencing homelessness in Pierce County can access protective early learning environments.

The Homeless Family Engagement Specialist is a member of the Family Services Department and reports to the Homeless Child Care Subsidy Program Manager. They work closely with the other six members of the Homeless Child Care Team. This position is based in Child Care Resources Tacoma Office and primarily serves Pierce County. This position requires occasional travel to Seattle and Kent, as well.

Responsibilities:

- Provide culturally relevant and inclusive services remotely and in person, over the phone, and by email to families, child care providers and other community members throughout Pierce County;
- Meet with families on-site at shelters or other designated locations throughout Pierce County to assess families’ needs for child care and related services;
- Actively engage and work together with team to fulfill program operations and to meet the needs of families and children within Pierce County;
- Assess the child care needs of the families seeking support and provide information and consultation on assessing quality and choosing child care that will meet families’ needs;
- Use CCR database to provide referrals to licensed child care providers in the community;
- Assist families to access Working Connections subsidy and other child care funding, when eligible;
- When eligible, authorize child care subsidies and monthly extensions;
- Provide information, materials, and consultation to parents about child development, how homelessness affects children and families, and the indicators of high-quality care;
- Explain child care options to parents and provide referrals to licensed child care providers in the community. Accompany families, occasionally, on site visits to prospective child care providers;
- Provide technical assistance to child care providers to adapt care for children experiencing homelessness;
- Facilitate communication between parents and their providers in understanding mutual expectations. Address issues relating to families’ child care arrangements;
- Keep accurate program records and document all services provided for each family;
- Conduct community outreach, establish and maintain open, working communications with homeless housing programs and other homeless services personnel;
- Maintain on-going support and monitoring of parent's progress in maintaining child care, housing and related services; and
- Prepare reports and other written materials related to the program.
Minimum Qualifications:
At least 5 years of relevant experience; or an Associate of Arts degree in Early Childhood Education, Social Work or a related field and 3 years related work experience; or a Bachelor of Arts degree in Early Childhood Education, Social Work or a related field and 2 years related work experience; or a Masters degree in Early Childhood Education or Social Work and 1 year related job experience.

Additional requirements include:
- Ability to work in a team environment, to communicate, and to actively participate in CCR & FRC team meetings, committees and community groups;
- Approach work with a sense of possibility, see challenges as opportunities for creative problem-solving, and work to find creative solutions;
- Experience working with individuals from diverse backgrounds, and a demonstrated commitment to diversity, cultural relevancy, and inclusion;
- Experience working with low income persons and individuals experiencing homelessness;
- Understanding of the effects of poverty, racism and classism on families from marginalized communities and populations;
- Experience with case management and/or family advocacy;
- Effective interpersonal skills including demonstrated ability to constructively manage conflict;
- Ability to work under deadlines, work on several tasks simultaneously, organize and prioritize work quickly in response to changing needs;
- Critical thinking and analytical skills;
- Proficiency in Microsoft Office Suite, and data entry experience is helpful;
- Washington State Driver's License, auto insurance, and access to a reliable automobile; and
- Flexibility to work limited evening and weekend hours.

Desired qualifications:
- Native language speaking abilities in Spanish, Chinese, and/or Somali; and
- Knowledge of early childhood development, child care and other early learning opportunities;

FLSA Status: Full Time, Exempt

Hiring Salary Range: $45,931 - $54,036 depending on experience.

CCR's benefit package includes employer-paid top tier medical, dental and vision insurance plans for employees, 21 days of PTO per year in addition to 9 paid holidays and week-long office closure at year-end, flexible work environment, employer-paid life insurance, short-term disability/illness leave accrual, and 401k with 3% employer match. Position is open until filled.

To apply: Please email your resume and cover letter detailing how your experience and interest is a match for this specific position to: hr@childcare.org. For more information on Child Care Resources, please visit our website at www.childcare.org.

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