

JOB ANNOUNCEMENT

Position: Inclusion Navigator
Location: Hayward
Hours: Full Time (8:30 am to 5:00pm)
Work Week: 37.5 hours
Start Date: ASAP
Salary: \$22.13 per hour DOE

Community Child Care Council (4Cs) of Alameda County is a nonprofit organization serving families and child care providers in Alameda County. 4Cs of Alameda County exists to develop and coordinate resources for families and children.

The Inclusive Early Education Expansion Program (IEEEP) is a county-wide effort to ensure that both parents and child care providers are prepared to serve children with a broad range of disabilities. The goal of the program is to provide inclusion-focused services and professional development for the expansion and increased access to quality early education opportunities for children with and without disabilities.

The Inclusion Navigator will serve as a critical source of support for families of children with developmental disabilities. This individual will aid families in navigating the complex early care and education system by guiding families through the process of matching children's needs with available program slots. The Navigator will also support providers, sharing trainings and resources for best practices in serving children with disabilities, as well as providing one on one technical assistance on inclusion related topics. The Navigator will be the 4Cs representative on the county-wide Early Learning Consortium for the IIEEP program.

The Inclusion Navigator is an employee of 4Cs of Alameda County and will report to 4Cs' Resource and Referral Manager. This is a non-exempt position.

MAJOR DUTIES AND RESPONSIBILITIES

- Serve as a resource and advocate for inclusion to all 4Cs program staff. Integrate knowledge of county-wide disability/special needs resources across departments
- Provide referrals to families looking for child care, as well as enhanced referrals for child care to families of children with disabilities: individualized consultation and assessment of each family's needs for child care and follow up with potential providers, as well as aiding family in completing appropriate child care program applications
- Develop and coordinate support groups and workshops for parents as needed
- Respond to provider requests for support, resources, and technical assistance in serving children with disabilities. Promote existing training activities for child care providers on topics relevant to inclusion.
- Attend monthly Early Learning Consortium meetings to participate in county-wide efforts to promote inclusive child care as the standard of care
- Attend regular team meetings with 4Cs and other partners, to ensure the coordination of

services and support for families across systems

- Meet with supervisor for individual reflective supervision
- Provide monthly reports as required by funders
- Represent the IEEEP program in community meetings, as needed
- Participate in related trainings and workshops to expand breadth and depth of knowledge
- Other duties, as assigned

POSITION QUALIFICATIONS












- Bachelor's degree preferred – Major in Early Childhood Education, Social Work, Human Development, Public Administration or a related degree
- Demonstrated commitment to inclusion of children with disabilities
- Knowledge of issues and challenges in the delivery of quality child care services to all children
- Basic knowledge of the laws and regulations that protect children with disabilities and their families
- Ability to take initiative, resourcefully identify and solve problems, be accountable, and do whatever it takes to ensure families meet their goals
- Ability to create and foster collaborative cross-sector partnerships
- Demonstrated cultural humility and experience working effectively with people from diverse backgrounds
- Strong organizational skills and ability to establish new procedures and systems
- Strong verbal and written skills
- Bilingual candidate preferred: Chinese, Spanish, or Arabic speaking
- Must have valid California driver's license, personal automobile insurance and access to own transportation
- Ability to work on evenings or weekends, as needed

To apply, please send resume and cover letter to:

4Cs of Alameda County
22351 City Center Drive
Hayward, CA 94541
Fax: 510 538-1736 or
Email: resumes@4c-alameda.org

Community Child Care Coordinating Council of Alameda County is an Equal Opportunity Employer.

4Cs is a Great Place to Work!

-  11 Annual Paid Holidays + Additional Sick Leave
-  2 Floating Holidays Provided Every July 1st
-  Very Generous Vacation Leave
-  Medical Benefits Cover Employee's Core Benefits
-  Flexible Work Schedules
-  Annual Employer Discretionary Retirement Contribution
-  401K Retirement Employer Match
-  Confidential Employee Assistance Program
-  Personal and Professional Development Opportunities
-  Energetic & Dedicated Staff Members
-  Exceptional Work Environment