



Posted: July 10, 2015
Open Until Filled

POSITION: PROGRAM CONSULTANT
(BILINGUAL ENGLISH/SPANISH REQUIRED, BILITERATE PREFERRED)

PROGRAM: CHILD AND ADULT CARE FOOD PROGRAM (CACFP)
A PROGRAM OF COMMUNITY BRIDGES

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.
- Advises 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 the Minute Menu computer program to generate monthly reports required by funding sources.
- Provides technical assistance to daycare providers with the Minute Menu System program.
- Develops child nutrition educational materials and conducts educational workshops and presentations.
- Required to be bilingual to accommodate Spanish speaking providers and families.
- As needed and able, translates necessary CACFP documents and regulations
- Uses initiative and independent judgment to work cooperatively with others and independently 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 and assisting Program Director in coordinating annual workshops;
- in collecting, organizing, interpreting and analyzing data;
- 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 valid California Driver's License, have use of a reliable motor vehicle to conduct site visits, and be insured.
- Must be able to work at a computer for full workdays; some routine lifting and reaching requirements with home visits and workshops.
- Must be able to lift up to 25 lbs.
- Bilingual English/Spanish required, biliterate preferred.
- Must pass a criminal background check.

UNION:

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

RATE OF PAY & HOURS:

- This is a regular, non-exempt, 20 hr/wk position.
- The entry salary range is \$12.57-\$13.88 per hour, depending on experience (plus a \$.40/.10 per hour bilingual/biliterate differential upon passing a test administered by the HR department).
- This position is typically Monday through Friday but will be required to occasionally work evenings and/or weekends for program workshops and trainings.
- The position requires the employee to work on and offsite as needed.

BENEFITS:

- First year: 12 vacation days and 13 holidays, with accrual based on 20 hrs/wk.
- Sick leave accrued based on 20 hrs/wk.
- 1 Birthday Floater after satisfying all eligibility requirements.
- May be eligible to earn up to 4 Wellness Floaters per year after satisfying all eligibility requirements.
- 401(k) Retirement Plan: Agency matches employee contribution up to 1% of annual salary upon completion of six month employment, effective during open enrollment period.
- Dependent Care Reimbursement Program.
- Paid lunch if applicable.

TO APPLY:

- Please submit your Community Bridges application by email (hr@cbridges.org), fax (831-688-8302), or in person. If you have any questions, please call 831-688-8840, Ext. 211.
- Resumes can be submitted but will not be accepted in lieu of an employment application.
- The application may be downloaded at: <https://communitybridges.org/employment/>
- If applicable, please submit any college transcripts, licenses, and/or certificates as an attachment to your application.

COMMUNITY BRIDGES IS AN EQUAL OPPORTUNITY EMPLOYER.

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