



Job Description

Job Title: Provider Case Specialist

Program: Infant/Toddler Program

Classification: Non-Exempt

Status: Full-Time

Reports To: ITP Supervisor

Salary: \$25.00 to \$30.00 DOE

General Function:

The Provider Case Specialist is responsible for the recruitment, enrollment, case management, and ongoing monitoring of Family Child Care providers participating in the Infant/Toddler Program, ensuring compliance with all program, state, and federal regulations.

Essential Responsibilities:

- Recruit, enroll, and maintain a caseload of a minimum of 30 Family Child Care (FCC) providers in compliance with all applicable program, state, and federal regulations.
- Ensure providers comply with Infant/Toddler Program standards, California Department of Education (CDE) requirements, and licensing regulations.
- Maintain accurate, complete, and up-to-date provider case files and documentation in accordance with regulatory requirements.
- Enter, maintain, and monitor provider data in database systems such as KinderTrack and DRDP Online.
- Provide orientation and ongoing technical assistance to new and existing providers regarding program requirements and best practices.
- Conduct monthly inspections of Family Child Care Homes to ensure compliance with program standards.
- Conduct FCCERS (Family Child Care Environmental Rating Scales) assessments at all FCCH sites and ensure required scores are maintained across all subscales.
- Conduct Desired Results Developmental Profile (DRDP) assessments for children within assigned caseload throughout the year and submit required data and reports to the FCC Manager.
- Prepare and submit accurate reports related to DRDP, FCCERS, provider compliance, and other program requirements as assigned.
- Assess provider training needs and collaborate with families and providers to support children's growth, development, and learning environments.
- Collaborate as a team member in the planning and implementation of provider trainings and support groups.
- Assist providers in developing positive and effective working relationships with families.
- Serve as a primary point of contact for providers, parents, and the public regarding case management and program inquiries.
- Participate in community meetings, events, and program self-evaluations as assigned.
- Assist in the development and delivery of presentations for provider support groups.
- Monitor provider files on an ongoing basis to ensure full compliance with program standards.
- Report suspected or known child abuse in accordance with California Penal Code Section 11166 (Child Abuse Reporting Statute).
- Perform other related duties as assigned.



Education:

- Teacher Permit required, or a minimum of 24 units in Child Development with willingness to obtain a Teacher Permit upon hire.
- Associate Degree in Child Development or a related field preferred.
- Bilingual (English/Spanish) verbal and written skills Required.

Experience:

- Minimum of one (1) year of experience working with children and families.
- Experience working in a nonprofit or community-based organization preferred.
- Demonstrated experience using computers and database applications.
- Experience implementing and conducting DRDP and FCCERS assessments required.

Operating Responsibility:

- Ability to interact professionally and effectively with agency staff at all levels.
- Strong verbal and written communication skills to represent the organization positively.
- Strong interpersonal skills to collaborate with parents and providers to assess and support children's developmental needs.
- Ability to work effectively with diverse populations and communities.
- Self-motivated, organized, and able to work independently.
- Maintains a consistently positive and professional attitude.

Contacts:

- Regular contact with agency employees, providers, parents, and childcare professionals.
- Reports directly to the Infant/Toddler Program Manager.

Working Conditions:

- Office-based work environment with required professional business attire.
- Frequent local travel required for home visits, network meetings, and workshops.
- Must possess a valid California driver's license, reliable vehicle, and current auto insurance.
- Must pass fingerprinting, background checks, and all required clearances per CDE and Licensing requirements.
- Must be available to work occasional evenings and weekends as program needs require.



Work Schedule

The Chicano Federation of San Diego County follows a **9/80 work schedule**, with regular hours of **8:30 a.m. – 5:30 p.m.** and **every other Friday off.**

Acknowledgement

The Chicano Federation of San Diego County is an Equal Opportunity Employer. We are committed to fostering a diverse and inclusive workplace and encourage applications from all qualified individuals, regardless of race, color, religion, sex, pregnancy, national origin, ancestry, age, marital status, sexual orientation, gender identity or expression, physical or mental disability, political affiliation, or any other characteristic protected by federal, state, or local law.