



Work where your work matters. Work at CCRC.

CCRC prides itself as a workplace of choice for passionate talent, driven by our mission to cultivate child, family and community well-being. Whether the position works directly with the public or supports our programs, every position is vital to our mission's success and reputation as a leader. We are not your typical non-profit. We are 1200+ people strong and growing!

You could play a key role supporting the Family Well Being Division! Go to our job board to apply: [job](#)

[board](#)

The Home Based Educator job at a glance

General Summary

Under general supervision, the Home-Based Educator will support child development through home-based educational services, and support parents in developing effective relationships with their children. Strengthen the parents' ability to prioritize issues of concern and skills in decision making and problem solving.

This position is field-based with a combination of working in office, remotely from home and within the community.

Core Benefits!

- **Field-based** position!
- **Competitive Compensation** Package
- **Robust benefit offerings** -Medical, Dental, Vision, and Voluntary Life Insurance!
 - CCRC ***covers approximately 90-100% of employee and dependent*** medical and dental coverage, and ***90%*** vision coverage!
 - There are a variety of medical and dental plans offered.
 - **Basic Life Insurance and Long-Term Disability** paid for by CCRC
- **Flexible Spending Account** participation offered
- Employer Contribution and Employer Match in the **403(b) Retirement Savings Plan** with 100% vesting!
 - Upon meeting eligibility, employees receive a ***5% contribution*** and may participate in the ***match of 50% up to the 1st 7% of deferrals***
- **Generous Time Off Policy** with vacation and Sick Time, Holidays, and Paid Winter Break
- Opportunities **for learning and professional development**, such as education reimbursement and mastering skills for career progression
- **Culture:** Mission-driven, passionate, and inclusive
- **Employee Assistance and Wellness Programs**
- **501(c) (3) designation**-You can apply for Public Service Loan Forgiveness!

The Details of the Job:

Essential Duties And Responsibilities

Within a team environment, this position will perform the following responsibilities:

- Cooperating with other members of the staff in planning and use of instructional materials and in the performance of their duties. Maintain open, communication with team members and center staff to ensure cooperative sharing of center space and resolution of concerns. **(10%)**

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- Assisting with planning weekly home visits and attending two monthly socialization groups including preparation and clean-up of meals/snacks and toy sanitation. **(10%)**
- Conducting parent interviews, family needs assessments and developmental screening and assessments. **(10%)**
- Providing families with appropriate activities and information designed to enhance the child's intellectual, social-emotional, motor, and language abilities and guidance on home safety, nutrition, effective discipline, constructive play activities, and other related topics. Knowledge of standard practices, teaching strategies, regulations, licensing, and DCFS requirements. **(25%)**
- Providing information on community and agency services and referring families to community resources to include medical providers and the interagency network for other services as needed. Obtain copies of well-childcare visits and IFSPs/IFSP updates for children requiring specialized services. **(10%)**
- Work with families and Head Start service areas and other providers to assess and address child and family needs; select realistic goals for the family service plan and assist families with problem solving by developing a Family Partnership Agreement based on identified strengths and needs. **(10%)**
- Responsible for case management of 10 to 12 families. Conduct regular, case reviews of children's files and cases assigned. Maintaining, promptly submitting, and inputting accurate, complete, and correct records as required by federal/state guidelines, district policy and administrative regulations. Complete home visits, case recording and other responsibilities in case management. Establish and maintain a current and accurate record keeping system, within program procedures, with adequate provisions for confidentiality. Ensure all child/family files are up to date and accurate. Complete data entry and ensure data entry for all enrolled families. **(25%)**

Non-Essential Duties And Responsibilities

These duties include tasks that are required and comprise less than 5% of daily functions for this job:

- Participate in required meetings; assist with childcare, planning, and room preparation.
- Facilitate parent participation in program activities and planning.
- Read, analyze, and interpret data from DRDP
- Other duties as assigned

Job Specifications

Minimum Required

- **Education:** Bachelor's Degree in Early Childhood Education/ Child Development, or (related field) including a minimum of 24 semester units in Early Childhood Education or Child Development and 3 to 6 units in infant/toddler development course work. Candidates who have only 3 units will be required to complete an additional 3 units within 1 year of employment.
- **Experience:** Related work experience in Child Development, Early Childhood Education, Home Visiting, and Head Start settings.
- **Professional/Technical Certifications:**
 - Hold a current California Commission on Teacher Credentialing Child Development Teacher permit
 - Hold a valid First Aid and Cardiopulmonary Resuscitation (CPR) Certificate upon hire or within 30 days of hire.
- **Technical Requirements:**
 - Basic or Intermediate proficiency level using Microsoft Excel, Word, PowerPoint, Outlook and video conferencing tools including Zoom and Microsoft Teams.
- **Bilingual Required:** Ability to converse, read, write and/or translate in English and Spanish
- **Behavioral:**

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- Must have strong organizational and leadership skills. Maintain professional conduct with all program participants.
 - Ability to perform required duties across multiple locations and weather conditions.
 - Experience working with families and children who meet program eligibility requirements.
 - Ability to maintain all assigned workflow and a high level of customer satisfaction in a fast-paced working environment.
 - Ability to work independently as well as within a team environment.
 - Cooperative work, effective Organization skills and Customer Service; collaborative teamwork, accurate work product, strong problem-solving skills, and effective critical thinking.
 - Demonstrate regular, reliable, and predictable attendance to carry out the essential functions.
 - Ability to prioritize work effectively, multi-task, adjust to meet multiple demands; follow up with tasks through completion; ensure deadlines are met.
 - Show ability to have flexibility, maturity of judgment, and ability to work collegially.
 - Ability to exercise discretion, confidentiality, apply good judgment in making decisions, work independently and take initiatives.
 - Adherence to confidentiality, including HIPAA and PHI, in accordance with Agency policy and legal requirements.
 - Adherence to technological security in accordance with Agency policy and legal requirements.
- **Travel:** This position requires 25% of travel. Will consist of travel to and from client homes, agency locations and regional external clients for trainings. Staff members driving on behalf of CCRC may choose to drive a CCRC vehicle or own vehicle and must meet requirements to be an approved driver including holding and maintaining current auto insurance, current California Driver's License and DMV clearance required.
 - **Work Schedule:** Full time, typically M-F, ability to at times work a non-traditional work schedule including early mornings, late evenings and weekends.
 - **Work environment:** Field-based position. Mixture of working in an office work environment, remote work and working directly with the community
 - - **Background & Health Clearance Requirements:** Background requirements determined according to the requirements of the program(s) which the position will be supporting.
 - Background check required. As a grant-funded Agency supporting Children and Family Services, CCRC conducts background checks commensurate with the role to verify candidate qualifications (criminal history, employment history / experience, education, reference checks) and ensure grant compliance. Specific roles may have additional verification / clearance to the standard background check as part of the recruitment and selection process, including:
 - **Live Scan Clearance / DOJ Fingerprinting:** For positions working directly with the public in a child/ community care or child / community care adjacent setting (CA Health and Safety Code Section 1596.871 and/or Head Start Program Performance Standards 1302.90).
 - **Health Clearance:** For positions working directly with the public in a child/ community care or child / community care adjacent setting or working with "at risk" populations, CA Code of Regulations Title 22, §101216, CA Health and Safety Code 1596.7995, and/or Head Start Program Performance Standards 1302.93)
 - **MVR / DMV clearance** in accordance with CCRC's liability insurance provisions: For positions where driving is required.
 - **Child Development Permit:** For positions working in an educational capacity (California Education Code Sections 44242.5, 44340, and 44341)
 - **CPR / Pediatric CPR certification:** For certain identified positions working directly with the public in a child/ community care or child / community care adjacent setting (CA Health & Safety Code 1596.865 – 1596.866)

- **Federal Debarment Checks:** For positions acting in a principal capacity to federal funds (Head Start Program Performance Standards 1304.11, Code of Federal Regulations Title 2 Grants and Agreements 2.180.320 and 2.180.995)

Physical Demands

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Activity					
Activity List the number of hours spent performing the activity.	Hours Per Day				
	NA	0-2	3-4	5-6	7-8
Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.	☐	☐	☒	☐	☐
Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, or other similar devices. Using feet and legs and/or hands and arms. Performing activities where body agility is emphasized.	☐	☒	☐	☐	☐
Crawling: Moving about on hands and knees.	☐	☒	☐	☐	☐
Crouching: Bending the body downward and forward by bending the leg and spine.	☐	☐	☐	☒	☐
Driving: A car, truck, forklift or other types of moving equipment.	☐	☐	☐	☒	☐
Feeling: Perceiving attributes of an object, such as its size, shape, temperature or texture by touching with skin, particularly that of the fingertips.	☐	☐	☒	☐	☐
Grasping: Applying pressure to an object with the fingers.	☐	☒	☐	☐	☐
Hearing: Perceiving the nature of sounds with no less than a 40db loss at 500Hz, 1000Hz and 2000Hz with or without correction. Ability to receive detailed information through oral communication, and make fine discrimination in sound, such as when making fine adjustments on a piece of equipment.	☐	☐	☒	☐	☐
Kneeling: Bending legs at the knee to rest the body on the knee or knees.	☐	☐	☐	☒	☐
Lifting (Light): Raising objects from a lower to a higher location / moving objects horizontally from one location to another. Lifting up to 30lb objects to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles.	☐	☐	☒	☐	☐
Lifting (Med): Raising objects from a lower to a higher location / moving objects horizontally from one location to another. Lifting 30lb – 50lb objects to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles.	☐	☐	☒	☐	☐
Lifting (Heavy): Raising objects from a lower to a higher location / moving objects horizontally from one location to another. Lifting 50lb+ objects to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles.	☐	☐	☒	☐	☐
Pulling: Using upper extremities to exert force to draw, haul or lug objects in a sustained motion.	☐	☒	☐	☐	☐
Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	☐	☒	☐	☐	☐
Reaching: Extending hand or hands and extending arm or arms in any direction.	☐	☐	☒	☐	☐
Repetitive motions: Substantial movements of the wrist, hands, and/or fingers, including keyboarding.	☐	☒	☐	☐	☐
Sitting: Particularly for long periods of time.	☐	☐	☒	☐	☐
Standing: Standing or staying on feet for sustained periods of time.	☐	☒	☐	☐	☐
Stooping: Bending body downward and forward by bending the spine at the waist, requiring full use of the lower extremities and back muscle.	☐	☐	☒	☐	☐
Talking: Expressing or exchanging ideas by means of spoken words. Those activities in which detailed or important spoken instructions to co-workers are required. The instructions must be conveyed accurately, loudly, and/or quickly.	☐	☐	☐	☒	☐

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Physical Activity

Activity List the number of hours spent performing the activity.	Hours Per Day				
	NA	0-2	3-4	5-6	7-8
Twisting: Turning from right to left at the waist.	☐	☐	☒	☐	☐
Viewing: The ability to distinguish colors, read a VDT or other needs for depth perception.	☐	☐	☒	☐	☐
Walking: Moving about on feet to accomplish tasks.	☐	☐	☐	☒	☐

Notices

Child Care Resource Center is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c)

Accommodations

If you are a qualified individual with a disability or a disabled veteran, you have the right to request an accommodation if you are unable or limited in your ability to use or access our career center as a result of your disability. To request an accommodation, contact a Human Resources Representative at (818) 717-1000 ext. 6599 or email them at Recruiting@ccrcca.org.

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