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 900+ 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 Program Assistant FWB job at a glance

General Summary

General Summary: Under close direction and supervision, the Program Assistant develops and maintains spreadsheets, conducts data entry, processes fiscal documents, maintains program materials and equipment, facilitates group connection meetings as needed, and offers general support to the Family Well-Being team.

Core Benefits!

- **Hybrid** 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:

- Support maintenance of storage room, program materials, and equipment. 30%
    - Sanitize, launder, and organize materials and equipment.
    - Inventory supplies and materials as well as place orders for replacements/new items as needed
    - Place and return items to the designated area of the storage room..
    - Travel to pick-up/drop off materials, supplies, and donations as needed

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- Facilitate, plan, and coordinate monthly events for enrolled families as needed. Travel to events as needed. 25%
- Assist Program Manager and Supervisors with data collection, data entry, and report preparation 15%
- Develop and maintain tracking system of documentation, which supports funding requirements. 10%
- Process fiscal documents (i.e., purchase requisitions, check requests, expense reports). 5%
- Coordinate room reservations and set-up for internal meetings, conference reservations, and travel arrangements. 5%
- Participate in monthly one-on-one meetings, individual reflective meetings, group reflective meetings and team meetings. 5%
- Attend mandatory funder, curriculum affiliate, and agency required trainings. 5%

Non-Essential Duties And Responsibilities

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

- Complete annually required competency-based professional development hours to remain certified in Parents as Teachers curriculum as required by grant funding.
- Engage in outreach and recruitment activities, as applicable.
- Inform clients of other services available to them through the agency.
- Offer general support for the FWB Division and agency projects.
- Participate in continuous quality improvement as needed.
- Remain current with child development literature, research, and trends in the business and politics of early care and education.
- Represent CCRC at community events including, but not limited to, CCRC sponsored events, community outreaches, Best Start meetings, and Special Planning Area meetings.
- Other duties as assigned.

Job Specifications

Minimum Required

- **Education:**
  - Minimum High School Diploma or equivalent and two years post high school education.
- **Experience**:
  - Two years related administrative experience.
- **Professional/Technical Certifications**: N/A
- **Technical Requirements**:
  - Computer skills; including web browsing, e-mail, data entry, and word processing. Proficiency in Windows-based programs including Microsoft Outlook, Word, Excel, and PowerPoint.
- **Bilingual Required**: N/A
- **Behavioral:**
  - Accept full responsibility for self and contribution as a team member and present themselves as a credible representative of the agency.
  - Adherence to confidentiality, including HIPAA and PHI, in accordance with Agency policy and legal requirements.
  - Adherence with technological security in accordance with Agency policy and legal requirements**.**
  - Build internal and external customer confidents by providing consistent and high-quality customer service.

- Consistently present a calm, competent and professional image to clients, co-workers, and management.
- Effectively transfer thoughts and express ideas verbally and in writing to individuals and in a group setting.
- Excellent organizational and record keeping skills to complete projects under tight deadlines even when there are competing requirements and changes in assignments.
- Demonstrate flexibility, innovation, and adaptability to the changing needs of the program, department, and agency.
- Develop and maintain well-defined lines of communication and professional boundaries with staff and parents.
- Generate new ideas and practice self-development.
- Honor and establish rapport with socially, culturally, and ethnically diverse families while empowering them by building on their strengths.
- Honor confidentiality & familiarity with HIPAA compliance.
- Maintain a sense of purpose, value and ownership of work and anticipates and prepare for chosen courses of action.
- Maintain cooperative, diplomatic working relationships with co-workers, supervisors, and the public; work as part of a team and collaborate with colleagues in a positive, productive, and professional manner.
- Maintain knowledge about local community resources and ability to refer families to appropriate agencies.
- Maintain knowledge of human development and best practices in working with adults as well as knowledge of infant, toddler, and child development; child health requirements; and early childhood education best practices.
- Recognize and take independent action to solve problems.
- Strong communication and interpersonal skills (i.e., non-judgmental, objective, reflective, empathetic, patient, tactful, etc.) in verbal and written form.
- Understand one's job duties and responsibilities, keep job knowledge current, and utilize necessary skills to complete work assignments.
- Adherence to confidentiality, including HIPAA and PHI, in accordance with Agency policy and legal requirements
- Work independently and be self-motivated.

- **Travel**: Some travel/business related driving required; Staff may choose any mode of transportation (driving, walking, bicycling, carpooling, etc) to arrive to and depart from the location where attendance is required. Should a staff member choose to drive, the staff member must become an approved driver with CCRC prior to driving on behalf of CCRC. Approved drivers 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 receiving DMV clearance.
- **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:** Mixture of working in an office work environment and working directly with the community.
- **Background & Health Clearance Requirements: Bridge & FWB**
  - **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)

Preferred

All minimum requirements above met, plus:

- **Experience:**
  - Four years related administrative experience.
- **Bilingual:**
  - Ability to converse, write and/or translate in English and Spanish.

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.	☐	☐	☒	☐	☐

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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**
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.	☐	☐	☐	☐	☒
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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