



Job Announcement Family Services Care Coordinator

Help Me Grow connects young children and families with questions or concerns about their child's development, behavior or learning to existing resources in Orange County. Rancho Santiago Community College District and Help Me Grow Orange County have partnered to support in the provision of Early Head Start services in Santa Ana, CA.

Position: The Family Services Care Coordinator (FSCC) will be linking families and children to existing resources in the community and providing the necessary care coordination to ensure the families are connected to services. She/he will work directly with home educators and will participate in home visits as needed. She/he will meet with parents; conference with parents/staff by phone; search the resource database; make referrals; enter data; conduct follow-up care coordination; and participate in other activities related to Help Me Grow and Early Head Start.

Salary: Begins at \$35,880 annually/\$17.25 hourly.

Benefits: As part of CHOC there will be a choice from two medical plans, two dental plans and a vision plan. Paid Time Off (PTO) benefits to be used for vacations, holidays, personal days or illness. Eligible for retirement savings plan 403(b).

Reports to: Manager, Help Me Grow Orange County.

Schedule: Full time. Exact daily schedule may vary. Typical work schedule is 8:00 AM to 4:30 PM, Monday through Friday.

Qualifications

- Work experience involving young children required, preferably young children with special needs and children who are typically developing
- BA Degree in special education, early childhood education, child development, human services, social service, or related field plus one year experience required
- Computer skills required
- Proper telephone etiquette a must
- Good inter-personal skills
- Ability to maintain a calm and sensitive demeanor
- Excellent reading comprehension and analytical skills
- Ability to work independently as well as part of a team
- Must have a valid Class C California Drivers License and access to personal vehicle for use during working hours

Preferred Qualification

- Bilingual in Spanish and English

Primary Location

- Rancho Santiago Community College District Office

Organization

Help Me Grow is a program of Children's Hospital of Orange County (CHOC) and University of California, Irvine. The Family Services Care Coordinator position resides under CHOC Children's.

Applications:

If interested, please apply through the CHOC website at www.choc.org/careers. Choose "Current Job Openings" and search using requisition ID # 00801.