



**PROGRAM COORDINATOR  
CHILD CARE BRIDGE PROGRAM  
Position Description**

**Job Title:** Program Coordinator – Child Care Bridge Program  
**Reports To:** Cristina Alvarado, Executive Director  
**FLSA Status:** Exempt

**Summary**

The Coordinator for the Child Care Bridge Program is responsible for daily management of contract operations and overseeing the coordinated delivery efforts for this program.

The **Child Care Bridge Program for Foster Children** is being implemented in Los Angeles County, as a partnership between the Los Angeles County Department of Children and Family Services (DCFS), the Child Care Alliance of Los Angeles (CCALA) and member agencies/subcontractors of CCALA. Working in partnership, they are charged with delivering three service components:

- **Child Care Vouchers** – One of the primary barriers for potential families seeking to take in a foster child is the lack of child care immediately following the removal of a child. This program will provide vouchers for qualifying resource (foster) families to cover their child care needs for a time-limited period while seeking a more long-term solution.
- **Navigators** – Child Care Navigators will be housed at the Resource and Referral agencies throughout Los Angeles County and work with their local DCFS Offices to provide time-limited child care services while working with the family to secure long-term solutions.
- **Trauma Informed Care** – Trainers/coaches will also be placed at the Resource and Referral agencies, with trauma-informed care support provided by another Alliance agency, in order to increase child care provider awareness of trauma and offer trainings and support to child care providers in addressing the trauma and relational needs of the child.

The Program Coordinator will work with all partners to ensure successful implementation of the program, submit regular reports to DCFS as required by the contractor, and be the primary point person for this program.

**Essential Duties and Responsibilities** include the following:

- Responsible for daily management of contract operations and overseeing the work of the project as outlined in the Scope of Work.
- Serve as primary contact for the County Program Manager at the Department of Children and Family Services (DCFS).
- Oversee sub-contracts with agencies connected to CCALA and serve as the primary coordinator for all staff Navigators.
- Create a community of learning amongst the Navigators.
- Engage in the community of learning efforts within the Trauma Informed Trainers/Coaches.
- Provide guidance to the sub-contracted agencies in the issuance of vouchers and related billing questions.



- Support the process in which Sub-contractors will work to identify Bridge program child care providers and alternative child care program placement as needed, with the goal of securing long term care.
- Submit required reports to DCFS.
- Assist with developing materials for outreach and education to be used by CCALA Sub-Contractors in their work with the local DCFS Regional Offices where the State Bridge Program is implemented.
- Participate in and inform DCFS staff on the progress of the program and be involved in problem-solving and planning efforts.
- Maintain data collected from CCALA Sub-Contractors for State Bridge Program.
- Work collaboratively and cooperatively as part of a team with colleagues and staff within the Agency, DCFS, CCALA as well as other agencies as required for effective program implementation.
- Provide technical assistance and resources to CCALA Sub-Contractors.

#### **Additional Responsibilities**

- Maintain and ensure data integrity and accuracy for required databases.
- Prepare oral and written reports as needed.
- Attend designated agency and community meetings, as needed.
- Perform other duties as assigned.

#### **Qualifications**

- Bachelor of Arts or Bachelors of Science degree from an accredited school in the area of Education, Counseling, Social Work, Psychology or related field. Master's Degree preferred.
- Minimum of three years relevant experience working with children and families, including working with children ages birth to five years.
- Knowledge of the California child development programs; the child care delivery system; and Community Care Licensing.
- Ability to understand and incorporate into the program the intricacies of Foster Care children, families and DCFS requirements.
- Strong interpersonal skills including the ability to work effectively with diverse staff and client populations.
- Ability to be flexible, innovative and adapt to the changing needs of the program, department and agency.
- Previous experience that demonstrates effective problem-solving and decision-making skills and ability to work autonomously with multiple sites.
- Effective time management and organizational skills and the ability to successfully meet position requirements.
- Strong effective written and verbal communication, and presentation skills.
- Must be able to manage multiple tasks, competing priorities and meet deadlines.
- Must be able to develop outreach materials and demonstrate high proficiency in Microsoft Office Suites.
- Must show proof of a valid California Driver's License, have use of a motor vehicle and provide evidence of automobile liability insurance.



- Must provide verification of a valid TB clearance within the last two years of employment; Current First Aid/CPR Certification; must successfully pass the Department of Justice (DOJ) criminal background check prior to first day of employment.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **WORK ENVIRONMENT**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

**Approximate Salary range:** \$65,000-\$75,000

**For immediate consideration, send resume and cover letter to:**

Cristina Alvarado, Executive Director  
c/o Rica Yan, Office Manager  
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EOE

**Email submissions preferred.**