

SUBSIDY COORDINATOR

Coordinators are responsible for the day-to-day case management and operation of the subsidy program including, but not limited to, the processing of monthly claims, family fees, and projections. Maintain client files, work with child care providers and families, and provide general support in the overall operation of the subsidy program.

This is a full-time position 40 hours a week Monday through Thursday 10 hours per day. Salary DOE. This position is located in our Amador office.

Requirements:

- High School Diploma or equivalency.
- College course work and/or AA degree in ECE, Human Services or related field preferred.
- Minimum two years experience working with families.
- Child care knowledge preferred.
- Spanish speaking a plus.
- Ability to pass a criminal record clearance.

The Resource Connection offers excellent benefits (including health and dental insurance). For more information Call Amy Jones, Human Resources Associate at 209-754-3114 or FAX your resume and cover letter to 209-754-4014.

If you prefer, email your resume and cover letter in PDF format to ajones@theresourceconnection.net or mail to PO Box 919 San Andreas, CA 95249 by 10/2/09.