

**KERN COUNTY SUPERINTENDENT OF SCHOOLS  
APPROVED AUGUST 2024  
RANGE: 40.5  
CLASSIFIED  
CODE: NONE**

**RESOURCE & REFERRAL SPECIALIST—BILINGUAL**

**DEFINITION**

Under general supervision, the Resource and Referral Specialist shall be responsible for maintaining caseload of licensed childcare providers; providing customized childcare referrals and social service resources to families and community members; coordinating and participating in professional development training, community outreach, and events; and communicating and collaborating with internal and external partners. This position requires the ability to speak and write Spanish.

**EXAMPLES OF DUTIES**

Provide customized childcare referrals linking families to licensed childcare providers in English and Spanish;

maintain a caseload of licensed childcare providers, includes updating data in the applicable software program;

assist with the implementation and coordination of Resource and Referral program requirements, as required by State regulations;

provide technical assistance, mentoring, and coaching to prospective childcare providers assisting with the childcare licensing process in English and Spanish;

assist with license childcare recruitment and increasing local childcare capacity;

serve as a liaison between State licensing officials and individuals providing or seeking to provide childcare;

participate in local collaboratives promoting community education directly related to early learning and care or related issues;

coordinate and provide professional development trainings to families, early learning and care professionals, and community members in English and Spanish;

coordinate and provide the California Preventive Health & Safety Program training in English and Spanish and maintain required certification;

plan, coordinate, and participate in community outreach and events;

maintain, inventory, and organize the Resource and Referral resource and toy lending library;

attend a variety of conferences and professional development trainings;

perform related duties as assigned;

**QUALIFICATIONS**

Knowledge of:

English and Spanish usage, spelling, grammar, punctuation, arithmetic concepts, and legal terminology as required by the assignment;

Current pertinent family, childcare, and community issues;

principles of child development and early childhood education; modern office procedures, methods and computer equipment; principles and procedures of case management;  
English usage, spelling, grammar and punctuation.

Ability to:

Maintain records and prepare reports;

communicate clearly and concisely, both orally and in writing in English and Spanish;

establish and maintain cooperative working relationships;

demonstrate non-judgmental cultural and linguistic sensitivity;

ability to access community resources including government and other community agencies;

provide excellent customer service.

Experience:

Minimum of one year of progressively responsible experience in a public or private child development program working directly or indirectly with children, families, and/or early learning and care professionals.

Education:

A.A., A.S. Degree (or the completion of an A.A., A.S. degree within 6 months after hire date), or 60 units or more with specialized course work in child development, human services, education, psychology, sociology, social work, or related field required.

Conditions of Employment:

Proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

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