



CFS Program Specialist

The SACRAMENTO EMPLOYMENT & TRAINING AGENCY (SETA), a joint powers agency of the City and County of Sacramento, was formed in 1978. From its inception SETA has been an effective force in connecting people to jobs, business owners to quality employees, education and nutrition to children, assistance to refugees, and hope to many Sacramento area residents. For additional information please visit us at www.seta.net.



We are looking for a CFS Program Specialist in the Program Support Services Unit who will be primarily focused on providing technical assistance to one of SETA's partnering agencies that provides Early Head Start services. Additional responsibilities will include providing support to the unit on a variety of other projects. Knowledge and/or experience of infant/toddler development is highly desirable.



Position Summary: Under general direction, to assist in providing, project leadership and direction to staff in basic Head Start/Early Head Start and State funded programs in the delivery of comprehensive services in areas of safety, health, nutrition, learning environments, social and emotional development, disabilities, and family support, within state and federal programs operated by the Sacramento Employment and Training Agency.

Salary: \$19.78 per hour

Benefits:

Medical Benefits (6 plans to choose from)

Dental Benefits

Life Insurance

Vision Insurance

Educational Reimbursement: up to \$1500 annually

Access to the Public Employee Student Loan

Forgiveness Program

Paid Jury Duty

Pension (mandatory contribution required)

Retirement Health Savings Accounts , 457 and 401A plans

Paid Holidays

Paid Vacation

Paid Sick Leave

Regional Transit Monthly Pass Reimbursement

Minimum Qualifications:

Any combination of training and experience which would likely provide the required knowledges and abilities is qualifying. A typical way to obtain these knowledges and abilities would be:

- I. At least one (1) year of experience in a basic health, nutrition, mental health, or social services functional area dealing with the socio-economic issues of young children and their families;
- AND
- II. An AA Degree or higher in Child Development, Social Science, Psychology, Human Development, or its equivalent.
 - III. Bilingual skills are highly desirable.



SPECIAL REQUIREMENTS:

Possession of, or ability to obtain, a valid Class C California Driver's License is required. A good driving record of at least two (2) years duration, as evidenced by freedom from multiple or serious traffic violations or accidents, is required. Failure to obtain a Class C Driver's License will be evaluated on a case by case basis.

HOW TO APPLY:

A completed SETA application must be submitted by the deadline date using the online application which can be found at <https://laserfiche.seta.net/Forms/app>.

Upon job offer individuals will be required to complete a pre-employment health screening, TB test, and background check, and provide copies of immunization records for MMR, TDAP and flu (or flu waiver).



POSTING DATE: Thursday, May 4, 2017

FINAL FILING DATE: Wednesday, May 17, 2017 by 5 p.m.

PLEASE NOTE: EXAMINATIONS WILL BE HELD ON 5/19/17 AND 5/22/17.

SETA will not accept applications electronically submitted after the 5 p.m. deadline.

SETA is an Equal Opportunity Employer