



## 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](http://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 in health and safety. Additional responsibilities will include providing support to the unit on a variety of other projects. Knowledge and/or experience of infant/toddler development, and Head Start health and safety standards are highly desirable.

**Position Summary:** Under general direction, this position assists in providing project leadership and direction to staff in 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:** \$20.38 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 and 457 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 knowledge and abilities is qualifying. A typical way to obtain this knowledge and abilities would be:

- I. At least five (5) years of experience in basic health, oral health, safe environments, nutrition, mental health, or social services functional area dealing with the socio-economic issues of young children and their families;

**OR**

- II. An AA Degree or higher in Child Development, Social Science, Psychology, Human Development, or it's equivalent.

**AND**

- III. Two (2) years of experience working in basic health, oral health, safe environments, nutrition, mental health, or social services functional area dealing with the socio-economic issues of young children and their families

- IV. 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 three (3) years duration, as evidenced by freedom from multiple or serious traffic violations or accidents, is required.

**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>.

**WHO MAY APPLY:** This is an OPEN examination. Open to the public, current employees, and employees eligible for transfer or voluntary demotion.

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

**POSTING DATE:** Tuesday, April 16, 2019

**FINAL FILING DATE:** Monday, April 29, 2019, by 5 p.m.

SETA will not accept applications electronically submitted after the 5 p.m. deadline. Auxiliary aids and services are available upon request to individuals with disabilities.

SETA is an Equal Opportunity Employer

