



---

## Employment Opportunity

### Family Home Child Care Licensor in Kent (Social Service Specialist 3)

February 8, 2012

The Washington State Department of Early Learning (DEL) helps ensure all children in Washington have high-quality early learning opportunities that prepare them for success in school and life. We work in partnership with parents, families, caregivers, and early learning professionals to offer information and resources that support healthy child development. Learn more about DEL at [www.del.wa.gov](http://www.del.wa.gov).

#### **Position Overview and Key Responsibilities**

We are currently seeking a **Social Service Specialist 3** working out of our **Kent office**. The Social Service Specialist 3 position licenses family child care homes, conducts on-site inspections, monitors family child care homes, investigates complaints, conducts group orientations and provides technical assistance towards quality child care. Field work and travel is required and there may be some variation of work schedule and some evening and weekend work may be required.

#### **Desirable Qualifications**

DEL is most interested in candidates who meet or exceed the following criteria:

- A Bachelor's degree or higher in social services, human services, behavioral services, or an allied field and two years of paid social service experience equivalent to a Social Worker 2;
- Regulatory licensing experience
- Experience writing legal documents
- Experience facilitating training in a formalized setting
- Ability to: develop and evaluate programs; work effectively with program staff and local agencies; analyze and resolve complex problems related to social, financial or health programs; communicate effectively with others; thoroughly document interactions, write clearly and effectively; present material effectively to individuals and diverse groups in written and oral form;
- Knowledge of: principals of child development; risk assessment and decision making; interviewing techniques; role of expert representative in both court proceedings and multi-disciplinary team service delivery; concepts of group work and group dynamics; current literature on early care and education practices; concepts of community organization as applied to the development of

*Kids' Potential, Our Purpose*

community resources;

- Ability to type documents, legal letters, correspondence, and narratives;
- Ability to access web-based applications.

## **Annual Compensation \$40,260- \$52,872, DOQ**

Washington State offers a solid benefits package that includes a state retirement plan, deferred compensation, paid holidays, paid vacation and sick leave, a full array of health, dental, life and long-term disability insurance coverage, and other optional benefit programs.

This position is covered by a Collective Bargaining Agreement with the Washington Federation of State Employees (WFSE) which contains a “union security” provision. This means that, as a condition of employment, you must either join the union and pay union dues or pay the union a representation or other fee within 30 days of the date you are put into pay status.

*NOTE:* This position requires an acceptable criminal background checks, which may include fingerprinting. Employees/applicants will be required to sign a release authorizing the background check. Failure to do so shall disqualify the applicant from employment in these positions. Information obtained from background checks will not necessarily preclude employment.

## **Application procedure**

Interested candidates may apply by applying on **Careers.wa.gov** or by submitting the following information:

- A letter of interest (addressing **in order**, the elements listed in the *Desirable Qualifications* section of this announcement);
- A current resume with current and past supervisor contact information;

***Submit application materials to: HR@del.wa.gov***

***Please include your last name and the position title in the subject line of your email.***

If e-mail is not possible, mail application packet to:

Washington State Department of Early Learning—Human Resources Department  
PO Box 40970 Olympia, WA 98504-0970  
FAX to 360/407-1437

Candidate evaluation will be ongoing and it will be to the applicant’s advantage to submit materials as soon as possible. Applications received after **February 14, 2012** may not be considered.

*The Department of Early Learning is an equal opportunity employer. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam era veterans are encouraged to apply. Persons of disability needing assistance in the application process, or those needing this announcement in an alternative format, please call 360.725.4922 or fax 360.407.1437.*

*Email: hr@del.wa.gov*