

Child Start, Inc. Job Description

The job characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Job Title: Child Care Partnership Bilingual Assistant
Supervisor: Child Care Partnership Supervisor
Supervises: None

Revised: October 2025
FLSA Status: Non-Exempt
Salary: \$27.00

GENERAL SUMMARY:

Under the supervision of the Child Care Partnership Supervisor, the Child Care Partnership Bilingual Assistant is responsible for providing essential communication, operational, and field-based support to the Child Care Partnership (CCP) program. This role serves as the primary point of contact for Spanish-speaking families, staff, and/or providers and requires bilingual and/or biliteracy in both English and Spanish for professional interpretation and translation of program materials.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Bilingual Communication and Translation/Interpretation:

- Serve as a primary point of contact for Spanish-speaking families, program participants, and community partners.
- Provide accurate oral interpretation (consecutive and/or simultaneous) for staff during home visits, workshops, enrollment sessions, and meetings.
- Translate program materials, forms, correspondence, and outreach documents from English to Spanish and vice versa, ensuring cultural relevance and linguistic accuracy (biliteracy required).

Field Support and Outreach:

- Assist with community outreach and engagement efforts, connecting families with Child Start services and resources.
- Conduct or assist with site visits, home visits, or field-based appointments as required by the program (e.g., enrollment verification, material distribution).
- Support the coordination and logistics for field-based events, workshops, or group activities.

Administrative and Data Entry:

- Accurately record and manage program data, including participant demographics and contact information, ensuring compliance with privacy regulations.
- Assist with the completion and processing of bilingual enrollment forms and required program documentation.
- Maintain organized and accessible records of translated materials.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

Education and/or Experience

- Bilingual (English/Spanish) – verbal and written form.

- Previous experience working in social services helpful

Other Requirements:

- Bilingual/Biliterate Proficiency: Mandatory demonstrated fluency in both spoken and written English and Spanish (reading, writing, and speaking). Must be capable of professional-level translation and interpretation.
- A clear TB test and a statement of good health from a doctor are required as a condition of employment
- Proficient with standard office software (e.g., Microsoft Office Suite, Teams Workspace) and basic data entry.
- Excellent interpersonal, organizational, and time management skills. Must be a self-starter, highly reliable, and able to work independently in a dynamic field environment.
- Ability to provide proof of immunization against measles, pertussis, and influenza
- Must have reliable transportation as this is a field-based position requiring travel within multiple counties.
- Willingness to report any suspected child abuse as required by state law.

Other Skills and Abilities

- Ability to develop positive working relationships with other staff, parents, volunteers, and community partners.
- Must be committed to a high standard of safety and be willing and able to comply with employer safety policies.
- Must maintain regular and acceptable attendance in compliance with agency Attendance policy.
- Ability to relate to families and children from diverse cultural, social and economic backgrounds

This job description is not intended to be understood to be a complete list of all responsibilities, duties and skills required. Duties and responsibilities may vary depending upon agency needs.