

Community Action of Southeast Iowa In-House Ad

Please Post: November 19 through November 25, 2020

Title: Program Specialist – Early Child Care / Child & Adult Food Care Program (CACFP)
Base: Central Office, Burlington

Wage: \$ 13.38 per hour

Classification: Full Year/Part Time – 20 hours per week.

JOB DUTIES INCLUDE:

1. Maintain confidentiality.
2. Assist in training providers of program requirements before participation begins; to include explanation of meal pattern requirements, child enrollment procedures, how to maintain daily records of attendance, menus and the number of meals by type that are served to enrolled children.
3. Assist with reviews of CACFP operations, either at centers or homes virtually. Help support and monitor providers by offering technical assistance.
4. Complete and maintain a detailed report for each center or home review.
5. Help distribute CACFP record-keeping forms to providers.
6. Assist with claim reviews, CACFP reporting and reconciliation of reports with submitted claims.
7. Help schedule and monitor trainings, enrollments and record attendance at trainings; assist and participate in nutrition training events.
8. Provide clerical support to Program Coordinator, including data entry, answering telephones, emails, researching information, copying, filing and maintaining records.
9. Communicate with eligible Child Care Preschool Directors and parents regarding preschool scholarships.
10. Advertise for, approve/deny applications for preschool scholarships based on income verification, maintain database of children/families/preschools and eligibility of qualified applicants.
11. Provide information to the Des Moines/Henry/Lee and Washington (DHLW) Early Childhood Iowa Board of Directors.
12. Complete all quarterly reports accurately and in a timely manner.
13. Process monthly billing statements for the Fiscal Office.
14. Semi-annually will send developmental screenings to preschools, and record findings.
15. Be available to attend trainings as needed, both local and state-wide.
16. Model professional behavior and dress code.

JOB QUALIFICATIONS:

1. Must be at least 18 years of age.
2. Prefer Associates' degree in Early Childhood or related field; Bachelor's degree in a field related to child welfare or child development.
3. Must have work experience with the child care environment.
4. Must have very strong organizational skills, quick to learn and very detail oriented.
5. Have proficient computer skills working with Microsoft Office Pro programs including Word, Excel, Access and Publisher. Have ability to learn CACFP program specific software. Employee should have data entry experience.
6. Must have valid driver's license and be insured.

If interested in applying for this position, contact Community Action of Southeast Iowa, 2850 Mt Pleasant St, Suite 108, Burlington, IA 52601 or call (319)753-0193, and submit an updated agency application by 5:00 pm Wednesday, November 25, 2020.

HEAD START Parents: The above position is currently being advertised to staff. Your application will be considered if no current staff applies for this position.

Affirmative Action / Equal Opportunity Employer