



Summary

Maximize family and legally exempt provider enrollment in CACFP to ensure sound nutritional services and achieve financial savings for providers

Major Responsibilities

- Design and deliver a comprehensive array of services to promote, enroll and sustain increased participation in CACFP.
- For each program year, recruit new providers (registered/licensed, English and Spanish) through distribution of materials showing the benefits and Council support
- Conduct visits to enroll providers on to CACFP and conduct appropriate follow-up 28 days later.
- Conduct monitoring visits throughout Westchester County in accordance with contract requirements and timelines to providers
- Enter monitoring and enrollment visits into CIPS and Minute Menu in a timely manner.
- Provide targeted technical assistance to new and experienced providers according to their assessed needs in nutritional planning, meal/snack service and documentation
- Prepare for reading menus received each month
- Read menus every month during menu reading time
- Plan, organize and deliver mandated training sessions to groups of providers
- Provide materials on nutrition and fitness to providers for their use and distribution to parents
- Assist with preparation of CACFP packets for new providers on food program
- Attend staff meetings and supervision sessions

Job Requirements

- Bachelor's Degree in early childhood education or related field
- At least 3 years experience in child care and knowledge of the different types of child care programs and employees (preferred)
- Prior experience in community outreach and public education (preferred)
- A car and valid drivers license with sufficient car insurance as required by the CCCW
- Some evening and weekend hours
- Experience working with multi ethnic populations
- Bilingual/Spanish speaker preferred

Support the Council's mission to champion the healthy development of children, families and our community by promoting quality early care and education in the following ways but not limited to:

actively advocating for policies and resources that improve the quality, affordability and accessibility of care
increase Council awareness by participating in community events, outreach emails, calls etc.

Provide culturally relevant and inclusive services in person, over the phone, by mail, and/or by email to families, child care providers and other community members.

Effective May 2013



Reports to: Director of Provider Services

Classification: Non-Exempt, Full-Time

Salary Grade: 3

Disclaimer Clause:

Job descriptions and specifications are not intended and should not be construed to be an exhaustive list of all responsibilities, skills or working conditions associated with a job. They are intended to be an accurate reflection of the principal requirements of the position.

Effective May 2013