



## **Legally Exempt Enroller/Child Adult Care Food Program Case Manager**

### **Summary:**

**The Legally Exempt Enroller is responsible for initial and re-enrollment applications, complaint investigations and inspections of programs to ensure health and safety requirements are being met. As a CACFP Case Manager you will maximize family and legally exempt provider enrollment in CACFP to ensure sound nutritional services and achieve financial savings for providers**

### **Major Responsibilities:**

#### **Legally Exempt:**

- Process enrollment and renewal applications for legally exempt caregivers accurately and within the timeframe required by contract
- Assist legally exempt caregivers via phone, mail and in person with the enrollment process (initial and renewal application)
- Conduct inspections to legally exempt homes quarterly and close out any violations in the contracted timeline
- Provide assistance on regulations and best practices to legally exempt providers to improve the quality of care in their homes
- Data entry of accurate information into CCFS computer system and preparation of letters and reports in the system for all assigned legally exempt applications.
- Compile and mail out materials to legally exempt caregivers as required by the contract
- Maintain daily tracking report which includes all tasks that are completed on a daily basis for legally exempt assignments.
- Update multiple excel spreadsheets on a daily basis to keep track of contract milestones for Legally Exempt Department.
- Prepare and organize legally exempt applications following file maintenance procedures.
- Represent the Council appropriately to legally exempt caregivers and the community
- Be available for training both locally and regionally for both legally exempt and registration department.

### **Major Responsibilities:**

#### **Child Adult Care Food Program Case Manager:**

- 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.
- Read menus every month during menu reading time
- 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
- Assisting with the enrollment and monitoring of Legally Exempt Providers required to participate in CACFP



### **Job Requirements**

- Bachelor's Degree in early childhood education or related field
- Specific experience in family child care sector
- Demonstrated competencies in engaging providers, delivery of technical assistance and monitoring, training
- At least 3 years' experience in child care and knowledge of the different types of child care programs and employees (preferred)
- At least 3 years' experience and 50 clock hours of training (or appropriate certification) in the training content delivered (preferred)
- Prior experience in community outreach and public education (preferred)
- A car and valid driver's 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

**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.