Legally Exempt Enroller

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.

Major Responsibilities
- 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.
- 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.
- Update multiple excel spreadsheets on a daily basis to keep track of contract milestones.
- Prepare and organize applications following file maintenance procedures.
- Represent the Council appropriately to legally exempt caregivers and the community.
- Be available for training both locally and regionally.

Job Requirements
- Proficient in database applications, Excel, Word and email.
- A car, valid driver’s license and sufficient car insurance.
- Strong organizational and communication skills.
- Knowledge of the field of early childhood and/or subsidy system.
- Experience working with multi ethnic populations.
- Bilingual/Spanish speaker preferred.

Reports to: Director of Provider Services

Classification: Non-Exempt, Full-Time

Salary Grade: 2

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.