



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.