**Eligibility Specialist**

May 2022

**Purpose** – Support positive early brain development and child outcomes by helping families access child care. Help parents enter and remain in the workforce or education. Collaborate with the entire CCR team to serve our customers, assure contract compliance, and advance CCR’s mission.

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| **FTE** – Fulltime, 32-40 hours per week | **Status** – non-exempt |
| **Schedule** – flexible, typically occurring M-F, between 8-5, set with supervisor | **Worksite** – primarily in CCR office. Some remote work possible |
| **Supervisor**  - Assistant Director | **Transportation** – not required |

**Key Responsibilities**

Administer Child Care Scholarships

* Implement child care scholarship program - manage a caseload and fill in for colleagues
* Develop and maintain working knowledge of assistance program regulations and policy/procedure manual
* Distribute and process applications for child care payment assistance
* Determine eligibility and establish assistance for eligible families
* Process scholarship invoices submitted by child care providers
* Enter all necessary data into the Child Care Under the Big Sky System (CCUBS)
* Scan and upload all supporting documents to cloud storage
* Collaborate with team members to resolve questions regarding eligibility by staffing cases
* Process applications for Hand Up Scholarships and enter authorizations on spread sheet
* Provide referrals for scholarships families
* Distribute materials to parents, providers and other agencies as needed
* Actively participate in team meetings to review policy, staff cases, review procedures, set goals, etc.
* Participate in training activities for parents, providers, community members and agency staff as requested

Agency Duties

* Front office backup
* Conduct fingerprint services for child care providers
* Attend needed training
* Maintain and report data for funders, the board, and community education purposes
* Maintain professional relationships with local or state organizations to facilitate collaboration and customer service
* Participate in agency fundraising, public awareness, and advice as requested
* Other duties as needed

General Expectations

* Promote CCR’s mission and services to community members, donors, clients, funders, and policy makers
* Adhere to CCR Community Agreement - Treat colleagues and community contracts with respect and courtesy
* Comply with CCR Employee Handbook and Fiscal Policy
* Participate in team and organizational meetings
* Maintain organizational and client confidentiality within the bounds of mandated child abuse and neglect reporting and child care licensing reporting
* Complete work in a timely manner. Meet deadlines
* Comply with NAEYC Cond of Ethics and Supplemental Code of Ethics – available on NAEYC website
* Submit completed time sheets on 15th and last working day of each month, and submit leave requests well in advance of anticipated leave

**Physical Requirements –** ability to:

* Ability to read written documents – paper and computer
* Perform computer tasks 6 hours per day – finger dexterity, repetitive motion
* Hear and speak to customers on the phone and in person
* Occasional lifting to 25 pounds

*The specific responsibilities outlined above describe the general nature and level of work expected. They represent typical duties necessary to perform the job successfully. This is not intended to be an exhaustive list.*

*My signature reflects that I have received a copy of this job description and acknowledge that I am aware I can discuss questions or concerns about any aspect of this document or my duties with my supervisor at any time. I understand that this job description will be used to evaluate my performance. Further, I agree to notify my supervisor if I am unable to perform the duties outlined above.*

*I understand that CCR may assign additional duties or revise this job description at any time at its sole discretion.*

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*Employee Signature Date*

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*Supervisor Signature Date*