

JOB DESCRIPTION

TITLE: CARE INSPECTOR / CACFP SPECIALIST (70%) / ADMINISTRATIVE ASSISTANT (30%)

DEPARTMENT: PROVIDER SERVICES

REPORTS TO: PROGRAM DIRECTOR FOR EDUCATION & PROVIDER SERVICES

DEPARTMENT/QUALITY MANAGER and FCC Program supervisor / Coordinator.

STATUS: NON-EXEMPT

JOB SUMMARY: Under the supervision of the Program Director for Education & Provider Services Department/Quality Manager and FCC Program Supervisor/Coordinator, responsible for assessing and assisting providers in regard to compliance with regulations necessary for approval.

DUTIES

1. Completes all home assessments and inspections for FCC, Approved Home Caregiver and Food Program.
2. Prepares all records necessary to complete the assessment or re-assessment including a written evaluation of a provider.
3. Conduct one-on-one child care food program trainings and provide additional technical assistance if needed. Review monthly menus and meal counts.
4. Monitor Child & Adult Food Program for compliance.
5. Assist providers in child development, age-appropriate activities and other issues in the provision of quality child care.
6. Provide training and technical assistance on new and changing computer systems as required.
7. Participates in all Provider trainings covering regulations for Approved Home Caregivers, Family Child Care Providers and Child & Adult Food Program Participants.
8. Assists with the presentations and/or workshops in the evenings, weekends or when scheduled.
9. Completes and submits all reports, as required by the agency, governmental entities and other pending sources.
10. Distribute safety supplies to providers.
11. Ensure that information about providers, children and staff is kept confidential.
12. Acts as liaison between 4C'S and the provider for all compliance concerns.
13. Performs all general administrative duties such as: filing, faxing, typing, answering phones, organizing calendars and scheduling appointments.
14. Inputs and maintains records in the agency data base system for family child care, approved homes and center base providers as well as students.
15. Organizes documentation, schedules, and inputs providers, providers' staff and household members Child Abuse Information Record (CARI) and Criminal History Record Information (CHRI) checks.
16. Assist with department monthly and annual reports.
17. Assist with department meetings and annual events.
18. Ensures confidentiality of all client data and information.
19. Participates in agency initiatives and in-service training.
20. Participates in all advocacy efforts; as well as community outreach events in which the agency is involved before, during and after hours; as well as on the weekends.
21. Any duty assigned by the Executive Director or his/her designee.
22. Attend/ Participate/ Lead Events that occasionally take place on Saturday/Sunday and/or Evenings

QUALIFICATIONS

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

- Bachelor's Degree or an Associate's Degree in Human Services, Child Care Services, Child Development, Education, Nursing or Social Work and one year of experience working with children. And/or a High School Diploma or General Education Degree (GED) and 3 years' experience in the field of Human Services, Child Development, Education, Nursing or Social Work.

SKILLS

- Interpersonal ability to work professionally Communication - verbal/written Bilingual preferred (Spanish, Arabic, Bengali, Hindi), must have and maintain a valid driver's license and own car (Vehicle must have current registration and insurance).
- Computer literate using Microsoft Office which includes: Excel, word, PowerPoint and Publisher; must be able to use copier, fax machine, folding machine, postage machine, date stamp machine, and laminator, office systems, email effectively, attention to detail, accuracy and business communications.

LANGUAGE SKILLS

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to stand and talk or hear. The employee frequently is required to walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee is regularly required to sit; use hands to finger, handle or feel; reach with arms and hands and must regularly lift up to 25 lbs. The employee occasionally is required to stand and walk to do research. Specific vision abilities required on this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet. There is a higher level of risk when performing home assessments.

INITIATIVE/JUDGEMENT

- Must be able to understand rules and regulations in terms of child's health and safety and judge provider in this light.

DISCLAIMER CLAUSE

- Job description 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.

VALUES

<ul style="list-style-type: none">• support/believe in the mission of 4CS• professionalism• excellent customer service• hardworking• leadership• resilient• works on self-awareness and other awareness	<ul style="list-style-type: none">• committed to excellence• flexible• open-minded• problem-solving• critical thinking skills• courtesy to and respect for everyone (colleagues, clients, customers)
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