

JOB DESCRIPTION

JOB TITLE: Provider Supplements and Data Coordinator

DIVISION: CCR&R

DEPARTMENT: Family Support

DIRECT SUPERVISOR: Data and Provider Relations Manager

OFFICE LOCATION: Durham

SERVICE AREA: CCR&R Region 12

CLASSIFICATION: Exempt

HOURS PER WEEK: 40

JOB SUMMARY:

Coordinates child care provider Quality Supplements program activities and supports the child care provider data collection and evaluation activities of the Family Support department.

DUTIES AND RESPONSIBILITIES:

- Treat information on CCSA clients, employees or Board members in a confidential manner
- Assist in the development of informational and education materials for the Quality Supplement program
- Assist in the development and implementation of tools and procedures for the collection and regular updating of child care provider information/data for the Quality Supplement program
- Provide technical assistance to child care providers regarding program policies, procedures, or any information pertinent to Quality Supplement program participation (may include site visits to child care facilities)
- Coordinate the collection, tracking and processing of Quality Supplement data from child care providers and partner agencies
- Assist in generating monthly and quarterly Quality Supplement payment data and coordinate with partner agencies on the issuance of child care provider payments
- Maintain and update data in the Quality Supplement program database
- Compile and summarize Supplement and child care provider data for reporting, grant-writing, and other needs
- Assist in data collection and analysis for departmental evaluations
- Assist in the development and maintenance of program policies, procedures, and manuals
- Assist in internal reviews of program files and data to ensure preparedness for external audits and monitoring visits
- Provide supervision to temporary administrative staff and volunteers, as needed
- Serve as agency and department representative to assigned meeting and committees
- Perform other tasks, as assigned by agency leadership

SPECIAL SKILLS:

- Effective oral and written communication skills with internal and external clients
- Knowledge of database systems (specifically File Maker Pro), PC's and MS Office, including Word and Excel, as well as internet research
- Attention to detail and ability to manage multiple projects and timelines
- Strong initiative and personal organization skills
- Strong math skills required

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's Degree in Early Childhood, Social Work, Public Policy, Public Administration or related field with at least four years' experience in human services related field; Master's Degree preferred

- Experience with database systems and data management required; Social Research experience preferred

SPECIAL WORKING REQUIREMENTS:

- An automobile at his/her disposal; a valid, non-suspended NC driver's license and a current automobile liability policy with continuous coverage. Reasonable accommodations may be made at agency's discretion
- Must be able to manipulate and operate office supplies and equipment. Occasionally required to lift up to 25 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities.
- No substantiation or criminal conviction of child abuse or neglect
- May require need for flexible schedules, including occasional evening and weekend work
- May work in shared space
- Limited local travel

Please submit resume and cover letter to HR@childcareservices.org

TYPICAL HIRING RANGE: \$34,350 - \$39,502

Please note that both ranges reflect salaries for a full-time employee and must be adjusted for hours fewer than 40.

All products developed by or on behalf of CCSA remain the exclusive property of CCSA.