JOB DESCRIPTION FOR CACFP COORDINATOR

JOB TITLE: Part-Time CACFP Coordinator
DIRECT SUPERVISOR: Program Director
DIVISION: CCR&R Division
DEPARTMENT: CACFP
CLASSIFICATION: Non-exempt
HOURS: 25

JOB SUMMARY: The CACFP Coordinator is responsible for the overall development, implementation, coordination, management and evaluation of the nutrition program to promote an interest in nutrition, commitment to meeting children’s nutritional needs and an understanding of nutrition’s impact on child development.

DUTIES AND RESPONSIBILITIES:
• Coordinate and conduct all activities related to monitoring functions of the family child care homes and centers participating on the Child & Adult Care Food Program
• Monitor program budget
• Complete and submit annual CACFP re-certification applications
• Claims Processing
  • Prepare and submit all required reports
  • Conduct second review for monthly provider claims (homes and centers)
  • Enter claim data in NCCARES for reimbursement and process check requests
  • Review all enrollment data for accuracy and completeness
• Supervise staff for efficiency and effectiveness
• Update CACFP Provider Manual and Procedures Manual
• Oversee the annual CACFP review and audit and provide information as required
• Training
  • Provide staff training as needed
  • Provide limited on-site program monitoring, training and technical assistance for CACFP providers (homes and centers)
• Represent CCSA in a professional manner to our clients and the general public
• Treat information on CCSA clients, employees and Board Members in a confidential manner
• Perform other tasks as deemed necessary

SKILLS AND EDUCATION REQUIREMENTS:
A Master’s degree in Early Childhood/Child Development or related human services field preferred. A Bachelor’s degree in the above field with extensive experience is an acceptable substitute. At least four years experience in a non-profit agency or in the nutrition field including at least one year of program management experience. Ability to work well with a diverse client population. Strong organizational skills and attention to details. Computer literacy including work with databases, Word, Excel, and the Internet. Excellent interpersonal and communication skills, both written and verbal. Professional appearance and manner.

SPECIAL WORKING REQUIREMENTS:
Share an office. Drive to local child care programs on a regular basis. Have an automobile at his/her disposal; a valid, non-suspended NC driver’s license; a driving record that does not exceed 4 accumulated points; current automobile liability policy with continuous coverage. Reasonable accommodations may be made at agency’s discretion. No substantiation or criminal conviction of child abuse or neglect.

SALARY RANGE: $31,000 - $44,950

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

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

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