

JOB DESCRIPTION

JOB TITLE: Counselor II, T.E.A.C.H. Early Childhood Initiative

OFFICE LOCATION: Chapel Hill

DIVISION: Professional Development Initiative

SERVICE AREA: Statewide

DEPARTMENT: T.E.A.C.H. Early Childhood® Project

CLASSIFICATION: Non-Exempt

DIRECT SUPERVISOR: Counselor III, T.E.A.C.H. Manager

HOURS PER WEEK: 40

JOB SUMMARY: Perform as a case manager for scholarship recipients within an assigned North Carolina service area funded through the T.E.A.C.H. Early Childhood Project by reviewing applicant information and processing according to requirements and guidelines, managing and maintaining recipient and sponsor records, recruiting eligible recipients and sponsors, advising and providing information regarding available scholarships.

DUTIES AND RESPONSIBILITIES:

Treat information on CCSA clients, employees or Board members in a confidential manner
Inform and recruit potential participants in a given service area by mail, phone and through various methods of outreach (including presentations to early childhood classes and conferences)
Review scholarship recipient activity and update recipient/sponsor records and information
Track wage progression and notify recipients/sponsors of raises and/or bonuses
Authorize charge approvals for community college tuition
Review and process scholarship applications against eligibility requirements
Answer questions and present scholarship programs to child care centers, owners, community colleges, teachers, family child care providers and related-service agencies
Explain program practices, policies and procedures to clients as needed.
Gather necessary data and information for reporting purposes
Enter applicant and child care program information into database, update as need and verify accuracy on a regular basis
Track and process recipient reimbursements
Communicate with scholarship recipients and sponsoring programs
Perform other tasks as assigned by agency leadership

SPECIAL SKILLS:

Effective oral and written communication skills with internal and external clients
Computer experience; knowledge of or demonstrated ability to learn FileMaker Pro
Attention to detail with ability to perform various administrative tasks efficiently and accurately.
Must deliver quality customer service, demonstrate the ability to effectively problem-solve and work in a team environment

EDUCATION AND EXPERIENCE REQUIREMENTS:

A Bachelor's Degree in Early Childhood/Child Development or a related Human Services field is required

Minimum two-years of experience in an early childhood program

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

Some in-state travel is required

SALARY RANGE: \$28,080 - \$42,120

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

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