

## CHILD CARE FOOD PROGRAM SPECIALIST



### **POSITION PURPOSE**

Under general supervision, ensures program regulations, policies and procedures are followed in accordance with appropriate guidelines; conducts office and community based activities to support successful, accountable participation of eligible child care providers in the Child and Adult Care Food Program (CACFP).

### **ESSENTIAL JOB FUNCTIONS**

- Explains to child care providers how the CACFP works, what the required paperwork and responsibilities are, and how providers can obtain reimbursements for qualifying services with the CACFP
- Problem solves with participating providers how to meet program requirements, including how to use automated meal reimbursement claiming forms and records management, as well as appropriate use of bubble forms
- Conducts unannounced, drop-in site observations as well as announced site observations (including in the early hours, during evenings, on weekends, and on holidays--as scheduled in advance with supervisor) at the provider's location to document compliance with program and agency requirements
- Presents written documentation of site review findings to provider for provider's signature.
- Appropriately communicates information when providers announce being closed for a day or other time frame; takes appropriate action in the event of making a site visit and the provider is not present and has not communicated the closure in advance
- Ensures that program requirements and priorities have been followed and properly documented per the appropriate program regulations and Changing Tides Family Services' internal policies and procedures
- Maintains knowledge regarding serious deficiency policies; identifies areas in which a provider may be seriously deficient; immediately communicates any potential serious deficiency issues to supervisor; communicates serious deficiency notices to providers; prepares serious deficiency paperwork/communication for supervisor review; participates in any hearings which may arise out of the serious deficiency process
- Conducts recruitment activities (such as making phone calls, distributing materials, speaking at events, and making site visits) in order to enroll child care providers in the CACFP
- Identifies the need for technical assistance to providers and develops appropriate training to address that need, promoting retention in the program the provider
- Accurately reviews and analyzes financial/demographic information to correctly determine eligibility of the provider and/or children in care, and/or for tiering for the purposes of reimbursing
- Conducts individualized trainings for providers in their homes; may conduct group trainings in the community or at the agency's offices
- Accurately completes all aspects of monthly claim processing, ensuring compliance with regulations
- Reviews menus and attendance for conformance to program requirements and provider's operations
- Maintains familiarity with and appropriately applies program guidelines for the CACFP

Kerry Venegas, Executive Director

- Uses a personal computer to rapidly and accurately enter and retrieve data; navigates databases efficiently; generates monthly and other periodic reports; and tracks provider and program activities
- Maintains familiarity with Minute Menu software, its applications, and functions; is able to respond to providers' questions regarding how to use Minute Menu
- Applies knowledge of basic database maintenance to troubleshoot and/or coordinate with Minute Menu/software vendors or network service administrators as appropriate
- Identifies and develops systems that facilitate efficient operations for the CACFP
- Provides analysis, reports to supervisor regarding trends, needs of program
- Has access to, and communicates with California Department of Education (CDE) personnel/database, as appropriate
- Maintains written documentation of activities in a manner which will withstand external audit scrutiny
- May supervise staff as assigned
- Exercises sound judgment
- Using correct English, including spelling and punctuation, accurately prepares a range of correspondence and written materials
- Accurately maintains a variety of physical and electronic files to document program activities
- As assigned, may research and share current nutrition practices with providers
- Maintains time studies as directed
- Reports suspected instances of violations of Community Care Licensing regulations to supervisor
- May perform other comparable duties as assigned
- May make presentations to providers, community members, and/or clients regarding services offered by Changing Tides Family Services
- Assists with special projects as assigned
- Reports suspected cases of child abuse in compliance with mandated reporting requirements
- Complies with Changing Tides Family Services Personnel Policies, guidelines, and procedures

## **QUALIFICATIONS**

### **Desirable Education and Experience:**

A typical way to obtain the knowledge and skills outlined above is: Graduation from a four-year college or university and one year's experience in a position which combines computer skills with direct client or customer contact.

### **Other Requirements:**

- Ability to physically perform services in a variety of settings including office settings, residences, and community environments. This includes: sufficient vision to read printed material, see distant objects with clarity; sufficient hearing to hear conversations in person or on the phone; ability to speak in an understandable voice with sufficient volume to be heard in normal conversations on the phone and when addressing groups; sufficient manual dexterity and/or mobility to grasp and/or manipulate objects; ability to move about the work area; ability to move between work sites
- Ability to sit at a desk and use a computer for extended periods of time
- Ability to pass a criminal background check
- Possession of a valid California driver's license, current insurance, and the use of a vehicle for work
- Ability to travel locally and out of the area
- Ability to work a pre-arranged schedule on a periodic basis which will include early mornings, evenings, weekends, and holidays (all schedule changes will be compensated with flexible scheduling or appropriately compensated time)