



Strengthening Community, One Person, One Family at a Time

JOB DESCRIPTION

Title: CACFP Caseworker & Early Childhood Support Staff

Supervisor: Manager of Early Childhood Programs

Work Hours: 35 hours/week
(possible evening and weekend hours)

FLSA: Non-Exempt

Classification: Part-Time

Pay Rate: \$16.50/hr

Summary

Under the direct supervision of the Manager of Early Childhood, the CACFP Caseworker & Early Childhood Support Staff aids the Pre-K classroom and providers that participate in the child and adult care food program (CACFP). This includes processing paperwork and data input related to the administration of the program. It also includes supporting Pre-K3 and Pre-K4 classrooms with break assistance and food preparation.

Job Duties

(CACFP) – 12 months

- Provide data entry of child enrollment forms and maintenance of child enrollment history in the program's database.
- Receive and document paperwork submitted by providers, including, but not limited to child enrollment forms, withdrawal forms, monthly claims, and correspondence related to daycare licensure.
- Provide support and technical assistance to providers via phone and email communication.
- Attend all Family Day Care satellite/community meetings and CACFP-related trainings.
- Other clerical job duties as assigned.

(Classroom) – 10 months

- Provide break coverage for Pre-K3 and Pre-K4 Lead Teachers and Teacher Assistants for their lunch breaks.
- Set up lunch and afternoon snacks for both Pre-K3 and Pre-K4.
- Assist with ratio as needed.
- Complete Office of Children and Family Services (OCFS) trainings through the early childhood training portal (ECTP).

Knowledge, Skill and Abilities

- Working knowledge of current NYS Day Care Regulations and Child and Adult Care Food Program (CACFP) regulations.
- Ability to interact with staff and consumers of diverse cultural, racial and ethnic backgrounds.

- Work well with childcare providers in their homes, as well as working with representatives of other social services agencies.
- Must possess good record-keeping and reporting skills, with excellent attention to detail.
- Must be willing to work occasional evening and weekend hours.
- Excellent supervisory skills including the ability to mentor staff and encourage staff excellence in actions.
- Ability to facilitate all required training to daycare providers in a cognizant, professional, and qualified manner.

Physical Elements

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.

- Must be able to physically perform stooping, kneeling, walking, lifting, grasping, pulling, standing, talking, hearing.
- Must be able to perform light work exerting up to 35 pounds of force occasionally.
- Must be able to travel as needed frequently getting in and out of a car both indoors and outdoors and may have exposure to various weather conditions.
- Must be able to sit at a computer for extended periods of time; including close vision and ability to adjust/focus various distances.

Qualifications

- High School diploma or equivalent required.
- 2+ years’ experience in the childcare field and knowledge of the CACFP protocol is preferred.
- Bilingual preferred.

I can, with or without reasonable accommodation(s), perform the essential functions of this position:

Employee Signature: _____ *Date:* _____

Supervisor Signature: _____ *Date:* _____

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT. Nothing in this job description restricts CPGRs ability to assign, reassign or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes the agency’s current assignment of essential functions. Those functions may change at any time as the needs of the agency change or for other reasons deemed appropriate by the CPGR.

The Community Place of Greater Rochester, Inc. is committed to the recruitment of a workforce which mirrors the diversity of recipients of agency services.

We are an Equal Opportunity Employer.