



Strengthening Community, One Person, One Family at a Time

JOB DESCRIPTION

Title: CACFP - Family Daycare Caseworker
Supervisor: Manager of Early Childhood Services
Hours: 30 hours per week
(possible evening and weekend hours)

Status: Non-exempt
Classification: Part-time
Pay Rate: \$16.50/hr

Summary

Under the direct supervision of the Manager of Early Childhood Services, the Family Daycare Caseworker provides home support to family childcare providers participating in the childcare food program (CACFP). This includes monitoring meals, processing paperwork, and data input related to the administration of the program.

Job Duties

- Manage all aspects of daily operations in the office including, but not limited to scheduling home visits, caseworker's schedules, and community events/meetings.
- Provide support and technical assistance to providers through telephone contact, training meetings, and home visits.
- Attending all Family Day Care satellite/community meetings and CACFP-related training.
- Maintain communication with County and State Licensing authorities regarding issues specific to CPGR's Family Day Care providers.
- Complete and distribute monthly calendars and newsletters to providers.
- Submit monthly claims to Finance and CACFP.
- Recruit and onboard new daycare providers.
- Other job duties as assigned.

Knowledge, Skill and Abilities

- Working knowledge of current NYS Day Care 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 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/out of vehicle and be able to handle various driving 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.
- Work is both indoors and outdoors and may have exposure to various weather conditions.

Qualifications

- High school diploma or equivalent required and two (2) years of experience in the childcare field.
- Knowledge of the CACFP protocol is preferred.
- Must possess own transportation and a current valid NYS Driver’s License.
- 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.