Child Development Associates

Careers

Child Care Eligibility Specialist *(Case Manager)*

Department: Alternative Payment Program
Location: Kearny Mesa

Basic Function: Under close supervision, manage a caseload of families who participate in the Alternative Payment Program. The Child Care Eligibility Specialist I will conduct individual interviews with parents to determine eligibility and need for subsidized child care, enroll new families, accurately process changes from families according to established policies and procedures. Monitor caseload by conducting necessary follow up and verifications to ensure ongoing compliance with federal, state and agency rules and regulations.

Minimum Qualifications: Prefer Associate's Degree in Early Childhood Education, Human Services, or related field; plus one year related experience and/or training in case management; or equivalent combination of education and experience. Must be organized, have the ability to prioritize, work under pressure and meet strict deadlines. Must possess excellent interpersonal skills, have strong math skills, and experience with data entry. This position is contingent upon a successful background clearance.

Certification of good DMV record. Valid auto registration and insurance. Position may require occasional driving to and from locations to meet with parents and /or for the purpose of training.

Desirable Qualifications: Bachelor's Degree in Early Childhood Education, Human Services, or related field. Knowledge of community resources and their relationship to program needs. Alternative Payment Program funding terms and conditions, and regulations and guidelines for determining family eligibility for subsidized child care services.

Bilingual/Arabic/Farsi/Somali/Spanish/Swahili/Vietnamese preferred.

Summary of Responsibilities: Manage a caseload of families who participate in the Alternative Payment Program under close guidance and supervision. Follow and adapt to current and new State regulations and CDA policies and procedures to maintain high quality standards and compliance. Educate and provide referrals as needed to parents regarding admission and/or continued eligibility requirements for subsidized child care services at who walk-in, call, or have scheduled an appointment. Collect and verify each parent's need for child care services and income eligibility documentations to complete enrollment appointments; follow up as needed.

Track, monitor, and create an accurate paper trail showing eligibility status on families receiving child care services; submit reports as needed. Request updated documentation for continual compliance, and process changes within timelines via correspondence, computer updates, personal inquiries and verifications. Maintain confidentiality and use appropriate judgment when responding to questions in reference to any family enrolled in the Alternative Payment/CSPP programs. Maintain positive client, team, departmental, and agency relationships and environment. Participate in on-site and off-site learning opportunities such as workshops, conferences, staff meetings and trainings.

Work Schedule: Full-time, Monday—Friday, 40 hours per week, 8:30 AM to 5:00 PM. However, may require evening and weekend hours based on the needs of the program.

Salary: $17.64 per hour; Non-Exempt

Benefits: Paid Holidays, Eligible for Medical, Dental, Vision; Sick and Vacation; Long Term Disability; Life Insurance; Retirement Plan and Profit Sharing Plan.

Apply Today!
Visit:
cdasd.org/careers