

COMMUNITY ACTION PLANNING COUNCIL

JOB OPENING

(In-House & Out-of-House)

Posted May 10, 2019

Subsidy Billing/Referrals Manager

PROGRAM/DEPARTMENT	Jefferson-Lewis Childcare Project (JLCP)
JOB LOCATION	518 Davidson Street, Watertown NY
POSITION GRADE	5
WORK HOURS PER WEEK	30-35 (Daytime hours may vary, occasional evening hours)
HOURLY RATE	\$13.98 per hour plus benefits
REPORTS TO	JLCP Director
EMPLOYMENT STATUS	Regular Full-time Non-Exempt

JOB SUMMARY: This position is responsible for preparing child care billing for subsidy eligible care in Jefferson County. The employee is also responsible for providing, recording, and reporting on child care referrals in the service area. The activities include, but are not limited to, extensive customer service, data entry, providing information about quality indicators, and offering referrals. The Manager will provide support to County staff, child care providers, and the Child Care Resource & Referral (CCR&R) staff, and contribute to the JLCP vision of ensuring that the community has access to and support for high quality child care.

ESSENTIAL JOB DUTIES: THE MAJOR RESPONSIBILITIES OF THIS POSITION INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

Enter and review billing information in subsidy database monthly in preparation for the Jefferson County payment decision according to contract; track and maintain current contracts between eligible child care providers and Jefferson County; provide child care referrals to families and complete follow-up contacts according to established procedures; assist with an annual needs assessment of child care supply, demand, and trends; prepare and submit reports on referral, provider, and community statistics for state and local use; complete support activities that ensure compliance with JLCP, Community Action Planning Council, and contractual policies and procedures; and handle other duties as may be required or assigned.

Education/Experience: Associate Degree in early childhood education, human services, or business field. One to three years of work experience in an office setting or regulated child care facility.

Skills: Above average computer skills, excellent telephone skills, ability to maintain accurate and complete records; strong organizational, communication, and time management skills. Position requires close mental and visual attention to perform job duties. Must be non-judgmental in working with families, a team player, able to complete tasks independently, maintain a professional appearance in manner and attire when dealing with coworkers, customers, and the general public.

To Apply: Submit updated resume, CAPC employment application form and college transcript to Community Action Planning Council, 518 Davidson Street, Watertown NY 13601, Fax 315-785-0892 or email hr@capcjc.org. Application form available at www.capcjc.org. Applications will be accepted until position is filled.

EOE