

## **CACFP Case Manager**

### **Summary**

Maximize family and legally exempt provider enrollment in CACFP to ensure sound nutritional services and achieve financial savings for providers

### **Major Responsibilities**

- Design and deliver a comprehensive array of services to promote, enroll and sustain increased participation in CACFP.
- For each program year, recruit new providers (registered/licensed, English and Spanish) through distribution of materials showing the benefits and Council support
- Conduct monitoring visits throughout Westchester County in accordance with contract requirements and timelines to providers
- Enter monitoring and enrollment visits into CIPS and Minute Menu in a timely manner.
- Provide targeted technical assistance to new and experienced providers according to their assessed needs in nutritional planning, meal/snack service and documentation
- Prepare for reading menus received each month
- Read menus every month during menu reading time
- Plan, organize and deliver mandated training sessions to groups of providers
- Provide materials on nutrition and fitness to providers for their use and distribution to parents
- Assist with preparation of CACFP packets for new providers on food program
- Attend staff meetings and supervision sessions
- Assist department is reaching goals for NACCRRRA Quality Assurance
- Carryout the Council's policy on branding guidelines

### **Job Requirements**

- Bachelor's Degree in early childhood education or related field
  - Specific experience in family child care sector
  - Demonstrated competencies in engaging providers, delivery of technical assistance and monitoring, training
  - At least 3 years experience in child care and knowledge of the different types of child care programs and employees (preferred)
  - At least 3 years experience and 50 clock hours of training (or appropriate certification) in the training content delivered (preferred)
  - Prior experience in community outreach and public education (preferred)
  - A car and valid drivers license with sufficient car insurance as required by the CCCW
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- Some evening and weekend hours
  - Experience working with multi ethnic populations
  - Bilingual/Spanish speaker preferred

**Reports to:** Director of Provider Services

**Classification:** Non-Exempt, Full-Time

**Salary Grade:** 3

**Disclaimer Clause:**

Job descriptions and specifications are not intended and should not be construed to be an exhaustive list of all responsibilities, skills or working conditions associated with a job. They are intended to be an accurate reflection of the principal requirements of the position.