



Legally Exempt Enroller/Registrar

Summary:

The Legally Exempt Enroller is responsible for initial and re-enrollment applications, complaint investigations and inspections of programs to ensure health and safety requirements are being met. The Registrar position encompasses both family child care and school age programs, registrars are responsible for the initial and renewal applications and inspections of programs to ensure regulatory compliance.

Major Responsibilities:

Legally Exempt:

- Process enrollment and renewal applications for legally exempt caregivers accurately and within the timeframe required by contract
- Assist legally exempt caregivers via phone, mail and in person with the enrollment process (initial and renewal application)
- Conduct inspections to legally exempt homes quarterly and close out any violations in the contracted timeline
- Provide assistance on regulations and best practices to legally exempt providers to improve the quality of care in their homes
- Data entry of accurate information into CCFS computer system and preparation of letters and reports in the system for all assigned legally exempt applications.
- Compile and mail out materials to legally exempt caregivers as required by the contract
- Maintain daily tracking report which includes all tasks that are completed on a daily basis for legally exempt assignments.
- Update multiple excel spreadsheets on a daily basis to keep track of contract milestones for Legally Exempt Department.
- Prepare and organize legally exempt applications following file maintenance procedures.
- Represent the Council appropriately to legally exempt caregivers and the community
- Be available for training both locally and regionally for both legally exempt and registration department.

Registration:

- Process initial and renewal applications for registered Family Day Care and School Aged Child Care in a timely and accurate fashion including the required SCR background checks.
- Participate in quarterly quality assurance of all files so that the Registration department is prepared for successful audit by SVRO
- Deliver quality customer service to providers via phone, mail and in person with registration process (initial and renewal) providing technical assistance as needed



- Provide assistance in conducting quarterly random inspections and initial inspection of new applicants as well as all other required inspections required by the registration contract in a timely and comprehensive manner
- Accurate and timely computer work and typing of letters, reports etc.
- Additional activities as assigned

Job Requirements

- Proficient in database applications, Excel, Word and email
- A car, valid driver's license and sufficient car insurance
- Strong organizational and communication skills
- Knowledge of the field of early childhood and/or subsidy system
- Experience working with multi ethnic populations
- Bilingual/Spanish speaker preferred

Reports to: Director of Provider Services

Classification: Non-Exempt, Full-Time

Salary Grade: 2

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.