

Enrollment Specialist

Program Description

Legally exempt child care providers who are caring for families that qualify for a child care subsidy and are receiving child care subsidy payments thru the local department of social services must complete an enrollment process. The Legally Exempt Enrollment Specialist manages enrollment applications to ensure that the providers reach and maintain compliance with NYS Office of Children and Family Services Legally Exempt Child Care Health and Safety Requirements. The Legally Exempt Enrollment Specialist monitors and supports providers to successfully comply with these requirements by providing excellent customer service through phone contact, face to face interactions, training opportunities and ongoing technical assistance to all customers. Additionally, Child Care Council, Inc. is responsible for conducting required home inspections to eligible providers. The salary compensation for the position is \$33,750.00 plus excellent benefits.

Minimum Qualifications

Bachelor's Degree in Early Childhood Education or a directly related field of study with 24 credits in Early Childhood or Child Development OR a Bachelor's degree in an unrelated field with 12 credits in Early Childhood, Child Development or Childhood related course work.

3 -5 years professional experience in the Early Care and Learning Field.

Must be eligible and willing to apply for and receive NYS Trainer's Credential within one year of date of employment

Special Requirements

- High quality, diligent work ethic, in both attitude and productivity
- Extremely detail-oriented, strict attention to required NYS regulations and all task deadlines
- Exemplary organizational and file/document maintenance skills
- Ability to work as part of a team but also self-reliant in initiating and completing work independently
- Excellent verbal and written communication skills

- Capable of functioning calmly in stressful situations
- Comfortable meeting and working with new people from diverse cultural and social backgrounds
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- Excellent working knowledge of computer programs including but not limited to Word, Excel, Outlook, Power Point, Publisher etc.
- Able to learn and function effectively with new computer programs and systems
- Ability, comfort, and willingness to provide educational programs, technical assistance, and support; in the evening (usually from 6:30pm to 9pm) and on occasional Saturdays
- Maintain constant availability of a reliable vehicle
- Maintain a clean driving record

Child Care Council Inc. Responsibilities

- Take initiative to learn about and clearly understand all Council programs
- .Serve as liaison to promote the Council's Goals, Objectives and Mission
- Maintain exemplary customer service relationships with external customers and internal staff
 - Learn about and effectively communicate information about all Council programs and services to share with child care providers and to provide referrals as appropriate
- Present training programs, make community presentations, and work at community visibility events.
- Accept all other assignments as needed to support the work of Child Care Council Inc.

Excellent benefits including - 90% single health insurance coverage, mileage reimbursement for business travel within council area, tax sheltered annuity, life insurance, free parking, free coffee and tea.

CHILD CARE COUNCIL IS AN EQUAL OPPORTUNITY EMPLOYER.