

## JOB DESCRIPTION

**Job Title:** Child Care Eligibility Specialist  
**Reports to:** Child Care Eligibility Manager  
**Work Hours:** Full-time, 40 hours/week

### Essential Duties & Responsibilities:

#### Case Management

- Field inquiries from the public in reference to the Best Beginnings Child Care Scholarship program
- Determine eligibility for Child Care services for all new and renewing , TANF & Non-TANF applicants using the CCUBS system
- Coordinate with participants regarding eligibility and use of Child Care assistance
- Coordinate with Case Managers with WoRC program regarding participant's eligibility
- Assist providers with payment procedures and advise of participant eligibility
- Determine and complete authorizations on eligible participants, which creates invoices for providers
- Review eligibility for child care services semi-annually (or more often if necessary) for the Best Beginnings Scholarship Program

#### Other Duties

- Daily clerical duties (mailings for cases; making files)
- Creating and maintaining shared databases and documents
- Attend weekly staff meetings
- Attend conferences and trainings as required
- Honor the right to privacy, confidentiality and dignity of each individual served
- Attend staff meetings, trainings and events
- Support Nurturing Center Community Outreach and Fundraising efforts
- Other duties as assigned

### Minimum Qualifications:

- High School Diploma or equivalent
- Prefer 2 years of customer service or casework experience
- Volunteer or paid experience with Nonprofit Human Services Organization.
- Requires excellent written and verbal communication skills
- Must have ability to read, interpret and apply policy
- Requires solid math skills
- 10 key proficiency
- Competent in Excel, Microsoft Office

**Physical Demands:** sitting, standing

**Work Environment:** Mostly indoors in an office environment

**Special Requirements:** Some travel to meetings required. Must provide own vehicle, have a clean driving record and provide proof of vehicle liability insurance.