JOB DESCRIPTION

Job Title: Child Care Eligibility Specialist
Reports to: Family Services Manager
Work Hours: Wage: $14-$16/hr, Benefits explained by employer, 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 Pathways Case Managers 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 for the Best Beginnings Scholarship Program

Other Duties

- Daily clerical duties (mailings for cases; making files)
- Creating and maintaining shared databases and documents
- 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
- 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.

I have read and agree to perform the duties, tasks and responsibilities to this job description.

_____	_____	_____
Printed Name	Signature	Date