



Legally Exempt Associate

Child Care Resource Network is a not-for-profit agency that brings together parents, child care providers, community members, business, and the government to develop and support accessible and affordable quality early care and education for families and children in Buffalo and Erie County. We are looking for a Legally Exempt Associate. Under the direction of the Legally Exempt Enrollment Supervisor, the Legally Exempt Associate is responsible for enrolling and re-enrolling Legally Exempt Child Care providers. Responsibilities also include conducting 20%, monitoring and complaint inspections. Enrollment, re-enrollment and inspections responsibilities are carried out as defined by New York State Office of Children and Family Services.

Essential Duties and Responsibilities:

1. Provide assistance and support to potential and enrolled legally exempt providers
2. Enroll and Re-enroll a case load of new and re-enrolling legally exempt child care providers:
 - a. Review and Process applications
 - b. Conduct Child Welfare, Sex Offender Registry, Criminal History and Day Care Enforcement History checks
 - c. Conduct criminal history reviews for persons with an admitted or known criminal history
 - d. Make accurate enrollment decisions
3. Conduct inspections
 - a. Conduct 20% annual inspections
 - b. Conduct unannounced complaint inspections
 - c. Oversee Corrective Action Plans
 - d. Distribute grants
4. Meet all Legally Exempt performance standards and timelines
5. Maintain accurate and complete electronic and paper files
6. Maintain a working knowledge of the following:
 - a. Legally Exempt Child Care Health and Safety Requirements; Title 18 NYCRR 415.1 and Title 18 NYCRR 415.4
 - b. New York State Office and Children and Family Services Guide to Enrollment for Legally Exempt Child Care Providers and
 - c. New York State Office and Children and Family Services Guide to the Home Inspections Report
 - d. State issued Release Notes and Memorandums
 - e. Child Care Facility System (CCFS)
7. Maintain ongoing and professional accurate communication with the following:
 - a. Potential and enrolled legally exempt child care providers
 - b. Erie County DSS
 - c. Child Care Resource Network Child Care Registration team
 - d. Child Care Resource Network Child and Adult Care Food Program team

8. Serve as a member of Child Care Resource Network team and attend meetings and trainings, as required
9. Perform other duties as needed with the understanding that responsibilities and tasks may be modified or expanded over time

Job Requirements:

1. Associate's Degree in Early Childhood Education, Human Services or related field; Bachelors preferred
2. Two years relevant experience; case management experience a plus
3. Data entry experience preferred
4. Bilingual in English and Spanish
5. Working knowledge of *Legally Exempt Child Care Health and Safety Requirements*
6. Working knowledge of computers and computer software including Outlook, Word, and Excel
7. Excellent human relation skills as well as the ability to communicate, orally and in writing, with a wide range of people including the current predominant linguistic, racial and ethnic populations of Erie County
8. Effective oral and written communication skills
9. Ability to prioritize, pay attention to detail and effectively handle multiple tasks and projects
10. Ability to analyze information and make sound decisions
11. Willingness to regularly travel in Erie County
12. Valid NYS Driver's License
13. Vehicle with current registration and insurance

Physical Demands:

1. Can regularly do repetitive tasks such as keyboarding and mouse operation
2. Able to lift 25 lbs
3. Able to go up and down stairs

To apply submit resume and salary requirements to Renée Gietz, Director of Operations, Child Care Resource Network, 1000 Hertel Ave., Buffalo, NY 14216 or rgietz@wnychildren.org by October 16, 2011. All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability, familial, or marital status.