



CACFP Associate (part time, 20-24 hours per week)

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 CACFP Associate. Under the direction of the Quality Enhancement Project Supervisor, the CACFP Associate is responsible for enrolling, monitoring, and training child care providers in the Child and Adult Care Food Program (CACFP), who work in home based settings.

Primary responsibilities include the following:

- Maintain thorough knowledge of the CACFP Regulations, OCFS Regulations, Serious Deficiencies and Sponsor Policies.
- Maintain thorough knowledge of Minute Menu Program.
- Maintain thorough understanding of Tier eligibility requirements.
- Enroll home based child care providers in the CACFP.
- Develop and implement training and informational sessions.
- Perform all required visits to prospective and participating childcare homes in accordance with all applicable regulations and department policies for compliance.
- Provide technical assistance to providers.
- Review and process provider monthly menu and claim forms for compliance.
- Maintain provider forms required by NYS Department of Health.
- Assist in preparation of monthly reports and claims for submission to NYS DOH.
- Maintain all records required by agency.
- Serves as member of the staff team, and attends meetings, trainings and agency events as required. Acts as a positive participant.
- Attend outside meetings and conferences as directed.
- Carries out other duties as needed.

Job Requirements:

- Associates Degree in Human Services, related field, or its equivalent in education and work experience required. Bachelors Degree preferred.
- Three years related work experience.
- Working knowledge of computers and computer software.
- Working knowledge of CACFP, License/Registered, and Legally Exempt Rules and Regulations.
- Effective oral and written communication skills.

- Excellent human relation skills with a diversity of people.
- Bilingual in English and Spanish a plus.
- The ability to carry out assignments without direct supervision.
- Excellent organizational skills with attention to detail
- Ability to multi-task on a daily basis.

To apply submit resume and salary requirements to Renee Gietz, Director of Operations, Child Care Resource Network, 1000 Hertel Ave., Buffalo, NY 14216 or rgietz@wnychildren.org by July 5, 2009. All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.