Mid-Iowa Community Action, Inc.  **Job Description**

**TITLE: CACFP-HP Program Specialist**

**Reports to:** CACFP-HP Program Coordinator

**Job Summary**

Contributes to mission and vision of MICA by creating a positive, respectful, safe environment when working with families and agency and community partners. Assists the CACFP-HP Program Coordinator in recruiting, training and monitoring child development home providers participating in the United State Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP). This position must perform regular duties at the assigned worksite.

**Essential Job Functions**

Builds and maintains positive relationships with team members and agency and community partners to achieve results

* Recruits new participants into the CACFP
* Provides support to home providers
  + Introduces the providers to the USDA regulations regarding CACFP participation.
  + Assists with the development of education material and implementation of provider workshops
  + Becomes familiar with each CACFP-HP provider claims and level of understanding of CACFP-HP
  + Audits providers’ monthly menus, attendance records, meal attendance, enrollment forms, income verifications and assists with the monthly claim submitted to Iowa Department of Education
  + Answers home provider inquiries and returns phone calls in a timely manner.
* Assists with the development of children’s educational activities that focus on proper sanitation, making healthy food choices and the importance of being physically active

Compliance

Program Compliance

* Completes home visits, paperwork and reports as required by the Coordinator.
* Monitors provider compliance with CACFP regulations.
* Reports non-compliance and suggests corrective action to the CACFP-HP Program Coordinator.
* As Coordinator deems necessary, initiates corrective action with providers found not in compliance with CACFP-HP program regulations
* Must maintain *strict* confidentiality at all times

Develop skills and knowledge related to the position

* Learns and understands basic eligibility requirements
* Must obtain and maintain CPR and First Aid certifications, Mandatory Child Abuse Reporter training and Universal Precautions training
* Attend all trainings and meetings as required

**Knowledge, Skills and Attitudes:**

* Able to read, write and speak the English language
* Committed to the concept of diversity and the inherent worth of every individual
* Strong commitment to achieving results
* Good observation skills
* Dedicated to continuous learning
* Must be able to maintain *strict* confidentiality
* Intermediate computer skills

**Working Conditions (Essential physical, mental and emotional demands)**

*The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

* Generally a 20 hour week. Must be able to work a flexible schedule, including evenings, weekends and holidays
* This position requires strong social skills, with the ability to easily meet and recruit participants, and to establish a mentoring and monitoring relationship
* Ability to think and reason, maintain objectivity and to exercise sound judgment

1. The physical environment requires the employee to work indoors, in an office space that may or may not be shared. The majority of the work is accomplished in participant homes. Must be able to function well in a variety of physical environments and to navigate stairs as this position requires constant home visiting
2. The person in this position constantly communicates with participants and colleagues. Must be able to exchange accurate information in these situations.
3. Frequently operates a computer and other office productivity machinery and devices, such as a copy machine, a computer printer, and an IPad or tablet
4. The person in this position frequently moves or otherwise positions objects weighing up to 35 pounds when stocking or distributing supplies
5. This position requires frequent driving about the program service area

* Must have and maintain reliable transportation, a valid driver’s license and proof of automobile insurance

**Education & Experience**

**Required:**

* High School Diploma or equivalent
* Six to twelve months of related work experience providing family child care services/human services OR formal or informal training in child development, child care, or early childhood education.

**Preferred:**

* 2 year degree in human services, nutrition, early childhood education or related field
* Previous experience working in an office setting
* Knowledge of early childhood programs
* Bilingual skills (English/Spanish)

**Other:**

**Candidates offered the position must meet the following criteria:**

* Successful completion of all background checks at hire and thereafter according to agency and program standards.

1. Must have a pre-employment physical examination, and every three years thereafter, to prove ability to perform work duties.

* The physical exam must include any necessary testing for communicable diseases, including a TB assessment as required by the Iowa Department of Human Services Child Care Licensure standards.

1. Staff who work in centers that serve infants or who do home visits will be required to have a Tdap immunization per Centers for Disease Control and Prevention (CDC) recommendations.

**Other Duties**Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Additional information

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| Program | Family Development | Management? (Yes/No) | No |
| Generic title | CACFP-HP Program Specialist | FLSA status | Hourly  Non-Exempt  Part-time currently |
| Pay grade | Band 4C | Revised | January 2020 |
| EEO 1 Category 6 | Administrative Support Worker |  |  |

**EQUAL OPPORTUNITY EMPLOYER**

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Signature of Employee Date