



**The Chicano
Federation**

Chicano Federation of San Diego County, Inc.

Job Description

JOB TITLE: Child Care Food Program - Site Monitor
(Bilingual English-Spanish required)

FULL-TIME: 40 hours per week

SALARY: \$20 to \$23.00 DOE

GENERAL FUNCTION:

Responsible for managing and overseeing all active case files for the Child Care Food Program. Responsible for the recruitment, enrollment, and conducting site visits to childcare home operators or centers to monitor program regulations compliance, and to meet nutrition needs for children.

ESSENTIAL FUNCTIONS:

- Inspect and enroll child care home operators into the Child Care Food Program.
- Provide orientation to providers in their homes about program requirements.
- Conduct regular inspections of child care home operators for compliance with program standards and reporting requirements.
- Provide ongoing technical support and nutrition information to child care home operators, centers and/or parents.
- Ensure that files of homes enrolled are complete, accurate, and updated with current information in accordance with the state and federal regulations.
- Be able to manage a minimum caseload of 75 cases.
- Maintain and update childcare home operator records.
- Tally and verify monthly home operator's menus and claims for accuracy and compliance with program regulations.
- Work as a team member in the development and implementation of training for providers, parents and/or centers.
- Assist in creating innovative ways to develop procedures and documents for Child Care Food Program.
- Represent the organization at various community meetings and events as assigned.
- May be required to perform other related duties as required and/or assigned.

**EDUCATION:**

An associate's degree or equivalent with emphasis in Child Development, nutrition, or health preferred but not required. Bilingual (English/Spanish) speaking and writing skills required.

EXPERIENCE:

Knowledge of nutrition principles and State Family Child Care Licensing Requirements. Requires a minimum of two years experience working with families and customer service. Knowledge of computer applications, current software and billing or other related field.

OPERATING RESPONSIBILITY:

Must be able to interact with agency employees at all levels in a personal and professional manner. Excellent communication skills required to represent the organization in a professional manner. Requires interpersonal skills in meeting with parents, providers and center site supervisors to assess training needs. Must be able to work well with diverse ethnic groups. Requires analytical ability in responding to monthly inspections of family day care homes in regard to compliance with project standards. Must have knowledge of community needs/resources. Must be self-motivated and be able to work independently. Must be aware of Child Abuse Reporting Laws. Failure to be aware of operator neglect, abuse of children, and/or an unhealthy environment could present litigation against the agency, loss of funding, and present negative public relations. Possess the ability to present a positive attitude at all times.

CONTACTS:

Has contact with all levels of agency employees as well as external childcare home operators, parents, centers, and child care professionals

WORKING CONDITIONS:

Works in an office environment. Travel required for home visits and to attend network meetings and conferences. May be required to work evenings or weekends. Must have a vehicle, current driver's license, and proper insurance.