Position: CHILD CARE ALTERNATIVE PAYMENT AND RESOURCE & REFERRAL PROGRAM MANAGER

Position Type: 40+ hours per week at 12 months

Department: CHILD CARE ALTERNATIVE PAYMENT AND RESOURCE & REFERRAL PROGRAM

Salary Schedule: Exempt Range 27.5 ($24.33 – $29.64 per hour)

Immediate Supervisor: Executive Director

Supervises: Family Services Supervisor, Family Services Associate III, Customer Assistance Technician

Definition: Under the immediate supervisor’s direction, responsible for management, agency procedural requirements, contractual and regulatory compliance of child care subsidy program and child care quality and referral program.

Requirements: Please submit:
☐ Application
☐ Skill Assessment
☐ Proof of Degree

Application Procedure: Community Action Partnership of Madera County
1225 Gill Avenue, Madera, CA. 93637 or
4610 W. Jacquelyn Avenue, Fresno, CA. 93722
Phone: (559) 673-9173 / Fax: (559) 673-2620
Website: www.maderacap.org
QUALIFICATIONS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE OF:
- Budget development and control.
- Community resources.
- Development of project funding applications.
- Issues in child care and human services delivery.
- State, county and municipal governments.
- Various child care and development programs, applicable regulations, and legislative issues as they arise.

ABILITY TO:
- Communicate effectively with staff, agency, business representatives and general public.
- Conceptualize, develop, organize and implement plans, reports, budgets, conferences and meetings.
- Establish goals and objectives for project activities.
- Maintain account records.
- Operate necessary office machines.
- Produce timely and effective written communication and reports.
- Provide leadership and model professional behaviors and values.
- Work effectively under conditions of limited supervision, high stress, and rapidly changing situations and circumstances.
- Work effectively with various social-economic groups.

EDUCATION/EXPERIENCE:
- Bachelor’s Degree in Early Childhood Education or related field.
- Minimum of 3 years experience in the delivery of social services in one or more of the following: child care & early childhood development, psychology, social work, health science, community services, or related field.
- Demonstrated success in supervising and evaluating staff.
- Experience in budget development and control.

MAJOR DUTIES AND RESPONSIBILITIES:

LEADERSHIP:
- Adheres and applies the CAPMC values, standards, policies and procedures.
ALTERNATIVE PAYMENT AND RESOURCE & REFERRAL PROGRAM MANAGER

3 of 7

- Attends required trainings and meetings.
- Engages and encourages personal and professional development.
- Ensures services are provided to all clients in a manner consistent with CAPMC mission, standards, values and grant requirements.
- Identifies and resolve concerns and issues.
- Interacts with clients and their families in a culturally and socially sensitive way.
- Keeps apprised of developments and trends in the program’s operation and be attentive to the changing or growing needs of the community.
- Keeps informed of current theories and practices in the field.
- Maintains and ensures that staff and volunteers maintain the confidentiality of staff, parent, child, client, community, and agency information included in files, conversations, meetings, correspondence, or any other source.
- Participates in new staff orientation/ mentor activities.
- Prepares and actively participates in staff meetings and committees.
- Professional role model for parents, children, clients, community, co-workers, and volunteers.
- Promotes a team environment and team work.
- Reports suspected child abuse in accordance with CAPMC child abuse reporting procedures.
- Represents CAPMC in the community in a professional and competent manner.
- Responsible for setting priorities and meeting deadlines.
- Shares information and knowledge with others
- Works as a team member to support the functions and operations of the Department and the Agency.

PROGRAM DUTIES

- Overseas the operation/services delivery system for Child Care Alternative Payment Program (APP) and Child Care Resource & Referral Program (R&R).
- Develops and implements internal and external evaluations and reporting systems for monitoring, correcting and/or improving delivery of program services to ensure total program accountability, efficiency and cost-effectiveness.
- Completes and submits monthly, quarterly, semi-annual and annual reports for California Department of Education/Early Education and Support Division (CDE/EESD) and other grantors as they apply.
- Serves as an information source regarding the Child Care Resource and Referral and Alternative Payment Program services, early care in education and extended learning referrals, and child care consumer education services and resources, including but not limited to CalWORKS, CalSAFE, TrustLine, Community Care Licensing, Race To the Top/Quality Rating Improvement System (RTT/QRIS) and enhanced child care referrals in Madera County.
- Works closely with Mid-Managers and other assigned staff to ensure that contract compliance is met.
- Conducts parent appeal hearings to Notices of Actions that parents disagree with and acts as hearing officer for CAPMC.
Completes and submits annual program applications for continued funding and self-monitoring evaluations for CDE/EESD and other related grant applications as they apply.

Oversees compliance with mandated requirements of R&R to process orders from California Dept. of Social Services-Community Care Licensing Division for licensing suspension orders, probations, revocations and closure of licensed family child care and centers in Madera County.

Oversees timely and accurate information on the CAPMC website.

Oversees compliance for the administration of TrustLine Registration of licensed exempt child care providers.

Participates in regional forums, workgroups, community events and meetings as requested as a representative of CAPMC.

Participates in statewide trainings/meetings for California Child Care Resource & Referral Network (CCCR&R) and California Alternative Payment Program Association (CAPPA).

Responsible for writing funding proposals for unmet child care needs.

Collects and analyzes child care data based on supply and demand.

Oversees and provides training to staff on programs, agency procedures and regulations.

Encourages and supports staff professional growth and development of additional projects and/or programs through various funding opportunities.

Oversees team and individual performance of APP/R&R staff.

Works in conjunction with Executive Director or HR Director on personnel actions such as employment, retention, promotion, discipline, and termination.

Acts as a liaison on behalf of children and their families to public and private agencies meeting their needs throughout the county.

Assures Child Care and Development staff is informed of inter-agency Agreements/Memorandums of Understanding with service providers.

Develops plans to maximize community and CAPMC resources. Initiates and maintains a network of public and private agencies that provide supportive services to families and individuals.

Develops strong relationships with advisory, collaborative and networking bodies to foster cross agency, community and funder relations

Makes presentations on behalf of agency to the public, and other organizations.

Represents CAPMC on various community boards, councils, and committees.

Adheres to the Americans with Disabilities Act of 1990 (ADA) and ADA Amendments Act of 2008 (ADAAA), which prohibits discriminatory actions toward any qualified individuals.
ALTERNATIVE PAYMENT AND RESOURCE & REFERRAL PROGRAM MANAGER
5 of 7

- Other duties as assigned within scope of job classification.

LIMITS OF AUTHORITY:
- Relative authority to maintain compliance with federal, state, and local laws as well as the Agency’s policies and procedures.
- Relative authority to maintain compliance with all funding source guidelines and requirements.
- Maintains close communication with the immediate supervisor to recommend a course of action and to receive directives on priorities.

OTHER REQUIREMENTS:
- Must be able to relate with all people of the community regardless of sexual, ethnic, racial, or religious background or socio-economic level.
- Must pass health screening and TB skin test or chest x-ray.
- Must be dedicated to the goals and philosophy of CAPMC and Department.
- Must possess emotional maturity, stability, tactfulness, and the ability to provide professional leadership.
- Must have dependable insured transportation and a valid California Driver’s License and acceptable driving record. A DMV printout and proof of insurance will be required. Mileage may be reimbursed subjected to CAPMC’s policy.
- Must complete all background requirements: Livescan fingerprinting, pass a pre-employment drug screen, acknowledgement of child abuse reporting responsibility, criminal record statement, debarment clearance and receive satisfactory clearance from all licensing and investigative authorities. Employment is contingent upon receiving clearances from appropriate authorities.
- Must use reasonable precautions in the performance of one’s duties and adhere to all applicable safety rules and practices; and act in such a manner as to ensure at all times maximum safety to one’s self, fellow employees, clients, and children.
- Employment in Head Start Programs is contingent upon approval of the Policy Council/Committee.

GENERAL PHYSICAL REQUIREMENTS
  Medium work: exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

PHYSICAL ACTIVITIES
- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.
- Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Stooping: Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
- Kneeling: Bending legs at the knee to come to a rest on knee or knees.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Crawling: Moving about on hands and knees or hands and feet.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.
- Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Stooping: Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
- Kneeling: Bending legs at the knee to come to a rest on knee or knees.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Crawling: Moving about on hands and knees or hands and feet.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Standing/Sitting: Particularly for sustained periods of time.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- Pushing/Pulling: Using upper extremities to exert force in order to draw, drag, haul, or tug objects in a sustained motion.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position to position. This factor is important if it occurs to a considerable degree and requires the substantial use of the upper extremities and back muscles.
- Fingering: Picking, pinching, typing or otherwise working, primarily with fingers
rather than with the whole hand or arm as in handling.

- Grasping: Applying pressure to an object with the fingers and palm.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly that of fingertips.
- Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Hearing: Perceiving the nature of sounds at normal speaking levels or without correction. Ability to receive detailed information through oral communication, and make fine discriminations in sound.
- Repetitive Motions: Substantial movements (motions) of the wrists, hands, and/or fingers.

VISUAL ACUITY
The worker is required to have visual acuity to determine the accuracy, neatness, thoroughness of work assigned.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING CONDITIONS
- The worker is subject to both environmental conditions: Activities occur inside and outside.
- The worker may be exposed to infectious diseases.
- This position is designated as: Exempt.

To build a diverse workforce, CAPMC encourages applications from individuals with disabilities, minorities, veterans, and women. EEO/AA Employer.