

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL  
7 NORTH 31<sup>ST</sup> STREET  
BILLINGS, MT**

***VACANCY ANNOUNCEMENT***

**~EXTERNAL/INTERNAL~**

**POSITION:** CACFP Program Coordinator

**PROGRAM:** Child Care

**WHO MAY APPLY:** All Qualified Individuals

**WORKSITE:** 7 N 31<sup>st</sup> Street

**RATE:** \$15.42 - \$19.28 / per hour DOE

**HOURS:** 40 hours per week

**OPENING DATE:** Immediately

**CLOSING DATE:** Open until filled

**WORK SCHEDULE:** To Be Established By Supervisor

**QUALIFICATIONS:** See Job Description

**HOW TO APPLY:** Submit Cover Letter/Letter of Interest along with current resume to:

**Human Resources Department**

HRDC is an Equal Opportunity Employer

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**POSITION DESCRIPTION**



## **JOB DESCRIPTION**

### **DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL**

<b>Job Description Title:</b> Program Coordinator	<b>Department/Program:</b> Child and Adult Care Food Program (CACFP)
<b>Reports To:</b> Program Director	<b>FLSA Status:</b> Non-Exempt
<b>Supervisory Position:</b> No	<b>Position Status:</b> Full-Time
<b>Prepared By:</b> Human Resources	<b>Revision Date:</b> May 2020

### **JOB SUMMARY**

Under the supervision of the Child Care Program Director and in accordance with the direction and mission of District 7 HRDC, the Child and Adult Care Food Program Coordinator is responsible for ensuring the nutritional quality of meals and snacks served to eligible children and adults served by providers participating in the CACFP.

### **MISSION OF THE ORGANIZATION**

Through its mission, HRDC-7 empowers people in need through the mobilization and development of community services creating opportunities for success in Big Horn, Carbon, Stillwater, Sweet Grass, and Yellowstone Counties. All HRDC-7 activities focus on 3 national goals:

- 1) Individuals and families with low incomes are stable and achieve economic security.
- 2) Communities where people with low incomes live are healthy and offered economic opportunities.
- 3) People with low incomes are engaged and active in building opportunities in communities.

### **ESSENTIAL DUTIES**

The requirements listed, are representative of the knowledge, skills, and abilities necessary to perform the essential functions of the job. To perform this job successfully, an individual must be able to carry out each task satisfactorily and perform other duties as assigned.

- Submit a monthly expense report and budget comparison with each month's claims for reimbursement using the State agency's financial spreadsheet.

- Collect data, track provider trainings, and complete reports as required.
- Recruit providers to participate in the Child and Adult Care Food Program.
- Monitor caseloads of homes. Check menu paperwork and complete home reviews.
- Maintain direct interaction with State Monitors.
- Make clear and consistent decisions and take appropriate actions in a timely manner.
- Ensure effective operation of program contract requirements, and state and federal regulations are met.
- Verify CACFP eligibility and review both registration and tier status updates to meet program guidelines.
- Conduct on-site monitoring reviews at a minimum of three times per year for each provider to ensure providers are serving children nutritious meals and snacks, and complying with program rules and regulations.
- Communicate closely with child care providers to inform them of the nutritional values of meals and snacks; providing ideas in developing meal plans.
- Train child care providers to implement the CACFP Program, including policy changes, nutrition and regulatory aspects.
- Ensure changes on applications, registrations, mealtimes and overlap are accurately input into the Minute Menu Claim System (MMS).
- Process child care provider claims and manually verify attendance on scanned menu forms submitted by the providers.
- Facilitate training classes for providers on regulatory and nutrition topics.
- Inform Licensor if providers are in violation of licensing requirement, such as over the Keep informed of nutrition information, and answer questions from providers when necessary
- Assist with Child Care Department events, such as Play Date at the Zoo, and provide literature and information on the Child and Adult Food Program.
- Implements agency work plans at the program level to ensure achievement of set goals.
- Must uphold the Results-Oriented Management and Accountability (ROMA) principles and practices at all times.
- Other duties as assigned.

**Additional Knowledge, Skills and Abilities:**

- Effectively **communicates** on all platforms.

- Demonstrates **dependability** and **punctuality**.
- Adheres to a consistent work schedule.
- Demonstrates **professionalism** in the workplace.
  - Maintains professional boundaries with participants;
  - Must have the ability to work with low income and disadvantaged people by modeling an unbiased, non-judgmental attitude.
  - Demonstrates positive and appropriate interactions with coworkers and management.
  - Contributes to a harmonious and productive work environment.
  - Must be a team player to ensure overall program success.
- Nurtures, builds, and mentors employees to build a cohesive team.
- Brings creative suggestions and potential solutions to direct supervisor regarding work barriers and team efficiency

## **MINIMUM QUALIFICATIONS**

### **Education and Experience:**

Bachelor's degree (B.A.) in Human Services preferred and a minimum of 2 years relevant experience; or equivalent combination of education and experience to fully meet the minimum requirements for the position.

**Other:** Annual Criminal Background checks and Child Protective Services checks are required.

### **Licenses and/or Certifications:**

Must possess a valid Montana Driver's License, proof of personal automobile insurance and must meet insurability requirements for agency automobile insurance policy.

## **PHYSICAL DEMANDS**

The physical 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.

The employee must occasionally move up to 25 pounds; maintain a stationary position while using a computer; frequently communicate with co-workers and members of the community on the phone, in writing and in person; needs to move about inside the office to access file cabinets, office machinery, etc.

## **WORK ENVIRONMENT**

The work environment is typical of that of an office setting. Tasks will involve extended periods of time at a keyboard or work station.

While performing the duties of this job, the employee will be required to travel frequently, including overnight stays out of town.