

## **Children's Hunger Alliance Position Description**

**Position:** Family Child Care Field Representative  
**FLSA Status:** Non-Exempt  
**Reports to:** Family Child Care Regional Manager

### **Qualifications:**

Associate's Degree in Nutrition, Child Development/Early Childhood Education or comparable - 2 years relevant experience can be substituted; experience with structured child care programs and training preferred

### **Knowledge of:**

- USDA program regulations
- Child nutrition and child development

### **Skills:**

- excellent interpersonal, oral, and written communications
- ability to manage multiple tasks / time management
- ability to work with diverse individuals and groups
- organizational ability
- ability to use computer, including email, the Internet, and various software programs

### **General Responsibilities:**

1. Recruit and train family child care providers; document all approval requirements.
2. Complete reviews of family child care providers and complete required documentation; help ensure providers claim
3. Provide technical assistance to family child care providers to ensure meals meet the requirements of Section 226.10 of the Child and Adult Care Food Program, Family Child Care Program.
4. Review and process monthly write-in or manual menus and meal attendance records submitted by providers prior to submission to the data office, if applicable.
5. Follow-up as needed with additional reviews or telephone conversations to clarify questions or concerns with providers. Keep records of such follow-up.
6. Train and support providers on the Minute Menu system
7. Report Outreach activities to the Regional Manager, monthly
8. Maintain an organized electronic file for each family child care provider, including copies of all CACFP related documents.
9. Conduct and report CARES kit distribution as mandated by grants and communicate these visits to the Regional Manager, reported on review forms, weekly work log or as directed.
10. Participate in regional and state meetings.
11. Assist in the development of promotion, education and program specific resources.
12. Coordinate/present training workshops for providers.
13. Develop and maintain appropriate community contacts to increase awareness of CACFP-FCC and bring additional resources to the program.

14. Submit on time, accurate and complete weekly, bi-weekly and monthly reports to Regional Manager including but not limited to, time sheet, expense reimbursement, mileage, weekly work log, outreach log, training sign-in sheets, review forms and review documentation, menu error letters, home visit status.
15. Follow Ohio law regarding reporting of cases of suspected child abuse/neglect.
16. Complete Monthly Checklist including reviewing the providers not claiming list and providers on hold.
17. All other duties as assigned.

**For additional information and/or to apply for this position, send your resume and cover letter to [4Kids@ChildrensHungerAlliance.org](mailto:4Kids@ChildrensHungerAlliance.org)**

*This institution is an equal opportunity provider.*