
JOB OPENING
POSITION: CHILD AND ADULT CARE FOOD PROGRAM IN-HOME MONITOR

Child Care and Nutrition, Inc. is looking for a part-time in-home Monitor for the Child and Adult Care Food Program (CACFP) in the southeastern portion of Minnesota.

This is a unique opportunity to work from home and service this area with provider recruitment and monitoring for the USDA's Child and Adult Care Food Program. You must have reliable transportation, positive personality, and excellent organizational skills to be successful in this position.

Duties:

Monitors must visit providers according to USDA guidelines. Providers must be seen 3 times each year, with at least one of those visits conducted at a meal service time.

Counties included in the territory:

Blue Earth

Faribault

Freeborn

Steele

Waseca

Approximate time commitment:

- There are approximately 84 active providers in this territory. Each provider needs to be seen 3 times per year, which averages out to roughly 21 home visits each month.
- You will also make recruitment calls to newly licensed daycare providers, visit county licensers, and attend county orientations where allowed.
- In the spring extra time is spent training for and presenting annual training material to daycare providers.
- On our monitors in this area work 35-55 hours *per month* depending on caseload.

Payment for Services:

- \$882.00 per month average (\$42/visit) for first three months then \$10.50/provider claim submitted monthly. Pay level increases after the first year, then every two years and levels off at the 6th year of employment.
- \$75.00 per new provider sign-up & \$50.00 for the new provider follow-up home visit (Staff goals are 3 new provider sign-ups per month)
- \$125.00 for special meetings/trainings
- Unlimited growth potential! Work from home! Set your own schedule!
- Major Medical Insurance is not offered however a HRA plan & Life Insurance are available after the first three months of employment.

Deadline to apply is: Friday, June 21, 2019

Mail Resumes to:
CCNI
PO Box 138
Ivanhoe, MN 56142

Email to:
info@childcarenutrition.com

or, Fax to:
1-507-694-1587

If you aren't interested in this position, but know someone who would be a good choice, please pass this letter on.

POSITION: Child and Adult Care Food Program (CACFP) In-Home Monitor

RESPONSIBILITIES: Serve as CCNI's primary outreach worker and act as the organization's representative in reaching new clients and in servicing existing clients. Also serve as the coordinator of information and data required in program operation and regulatory compliance.

DUTIES:

- Function under the CCNI management team and Board of Directors
- Serve as a direct liaison between each day care provider and CCNI, in order to identify problems, provide assistance, offer personal and career support, and assist with compliance monitoring
- Conduct home visits 3 times per year for each provider in the territory as specified in CACFP policies.
- Assess providers to determine the nature and degree of compliance with Federal Regulations
- Train and monitor providers as needed in CACFP functions and operations
- Report monitoring findings and follow up including review of corrective action and closure of monitoring reports.
- Conduct training, and home visits for CACFP participants in order to maximize the use of beneficial services available from the program and assure compliance with state and federal regulations governing the program.
- Review and verify CACFP paperwork. Provide data as needed to CCNI management for compliance with reporting requirements.
- Coordinate and conduct outreach to prospective participants in the CACFP. This includes working closely with county licensers, contacting newly licensed providers, scheduling appointments with providers, enrolling program participants, and establishing and maintaining a good working relationship with each provider so that their participation in the program will be efficient and effective
- Participate in staff trainings & webinars, host provider training workshops, attend vending opportunities & county licensing orientations, etc.

QUALIFICATIONS:

- Must be familiar with clerical and record-keeping procedures to the extent needed for proper compliance with program requirements.
- Must have a personality compatible with daily contact with day care providers. This includes the ability to effectively recruit, educate, train, and assist providers.
- Must be able to organize time, travel, and workload in a manner to assure efficient service to new and existing clients.
- Must be flexible in developing personal work schedules. Availability for extensive travel is required.

SALARY: Monitors are paid according to amount of work and responsibility accomplished each month.

Job Type: Part-time

Preferred experience:

- Daycare/Nutrition background: 2 years
- Excel and other Microsoft Program Skills
- Computer/tablet knowledge

Required license or certification:

- Valid Minnesota Drivers License
- Background check will be required if hired

For more information about CCNI please visit our website: www.childcarenutrition.com and our Facebook Page: facebook.com/childcarenutrition

This institution is an equal opportunity employer and provider.