



ASSOCIATION FOR CHILD DEVELOPMENT

Job Title:	Center Operations Assistant	Position Type:	Full Time
Department/Group:	Monitoring	Job Status:	Non-Exempt
Location:	Hillside IL	Expected Hours:	8:00 a.m. – 4:30 p.m. M-F
Reports to:	Center Operations Manager	Travel Required:	Occasional
Level/Grade:	Non-Manager	Date last reviewed:	August 2019

**Summary/Objective:**

Assist the Center Operations Manager with all tasks related to achieving compliance in monitoring the Centers enrolled in the Child and Adult Care Food Program (CACFP) under The Association for Child Development's (ACD) sponsorship. Responsible for a professional level of communication between the ACD office, Child Care staff, and other external sources. Generates reports to confirm review status by monitor; responsible for administrative tasks related to state agency approval in regard to the enrollment of Child Care Centers into the CACFP. Supports Field Monitors and supplies necessary resources to ensure professional service to Center Directors under ACD sponsorship.

**Essential Functions:**

- Assists with field operations staff for trainings. Liaison between staff and sites.
- Categorize Household Income Eligibility Application (HIEA) for children enrolled in Centers.
- Enter child enrollment and HIEA for Centers in Minute Menu CX.
- Maintain a monthly edit check report to ensure nonprofit status per center.
- Maintain other documentation and other tasks as deemed necessary by the Center Operations Manager, including generating and reviewing data related to monitoring status and Centers.
- Outreach to unsponsored centers.
- Review and enter all supporting claim documentation for centers for processing.
- Prepare documentation for ISBE for new site approval.
- Reviews areas of concern with Center Operations Manager.
- Works on special projects for the Center Operations Manager and/or other management staff, as directed
- Works with the Center Operations Manager in regard to the coordination of all field related activities, conferences, and training

**Competencies:**

- Adaptability
- Attention to detail and accuracy
- Communication skills – written and verbal
- Customer service orientation
- Data collection and entry
- Initiative
- Interpersonal skills
- Listening skills
- Problem analysis and problem-solving
- Stress tolerance
- Time management skills

<b>Requirements:</b>		
<ul style="list-style-type: none"> <li>• High School Diploma or General Equivalency Diploma (GED) required; Associates degree preferred.</li> <li>• Driver's License.</li> <li>• Intermediate to advanced level in MS Office including: Word, Excel, Outlook, and Access.</li> <li>• Two to three years of professional work experience in an administrative capacity.</li> <li>• Daily access to a reliable automobile and auto insurance.</li> </ul>		
<b>Supervisory Responsibilities:</b>		
<ul style="list-style-type: none"> <li>• None</li> </ul>		
<b>Work Environment:</b>		
<ul style="list-style-type: none"> <li>• This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, telephones, photocopiers, and printers, and there is moderate noise associated with the use of such equipment. The job requires the ability to sit at a computer terminal for an extended period of time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.</li> </ul>		
<b>Physical Demands:</b>		
<ul style="list-style-type: none"> <li>• While performing the duties of this job, employees are regularly required to sit, walk and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and occasionally lift up to 10 pounds.</li> </ul>		
<b>Other Duties:</b>		
<ul style="list-style-type: none"> <li>• This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice</li> </ul>		
Approved by:	Print:	
	Signature:	Date:
Accepted by:	Print:	
	Signature:	Date: