

CENTER FOR COMMUNITY ACTION

JOB TITLE: ELRC ELIGIBILITY SPECIALIST

IMMEDIATE SUPERVISOR: Lead Eligibility Specialist

STARTING SALARY RANGE: \$15.00-\$17.00 per hour, Fulltime, 35 hrs/wk., Non-Exempt Status

Overall responsibility: Coordinate and manage a caseload of applicants applying for eligibility for subsidized childcare, service providers, provider agreements and provider payments.

Specific Duties:

1. Interview individuals using a variety of standard interview and interaction techniques to determine eligibility and need for service
2. Assist applicants in the completion of applications and declaration forms; elicit information on such matters as applicant earnings and financial obligations, parental status and living arrangements
3. Determine and re-determine eligibility and make enrollments and terminations in accordance with a variety of regulations
4. Establish and maintain case files; review documentation for accuracy, completeness and consistency' complete reporting requirements
5. Distribute, explain, collect and review childcare forms to ensure that providers are eligible for payment
6. Responsible for interpreting and explaining rules and regulations governing eligibility, methods of payment and legal rights of applicants
7. Communicate with parents and childcare providers by phone, mail, electronically and in person to resolve problems
8. Research and resolve payment problems with childcare providers
9. Maintain liaison with County Assistance Office, childcare programs, and other community agencies
10. Enter information in PELICAN CCW, ORS, and other software as required
11. Attend mandated trainings and meetings
12. Other duties as may be required

Qualifications:

1. Completion of standard High School education, GED or equivalent or a minimum five (5) years' experience in the social services sector
2. Comprehensive knowledge of Child Care Works regulations and associated childcare programs
3. Computer experience preferred in Word, Excel, Access, Windows and other software as required.
4. Good mathematical skills to conduct accurate income computations
5. Excellent written, verbal and interpersonal communication skills.
6. Ability to adapt to a variety of situations and individuals, ability to work

- independently and also work on team projects.
7. Ability to maintain confidentiality regarding all agency business, employee, and client matters.
 8. Valid driver's license, reliable transportation, vehicle insurance to comply with Agency standards of coverage, and willing to travel in all the counties we serve, and other counties as required.
 9. Federal Bureau of Investigation (FBI) fingerprint processed in accordance with Public Law 92522 and Child Protective Services Law (Title 23, PA C.S. Chapter 63), Federal Criminal History Background Check
 10. Pennsylvania Child Abuse History Clearance
 11. PA State Police Report of Criminal History Clearance

AA/EOE

This position is in the Blair County office.

Please submit resumes to psteele@ccaofpa.org
By Friday November 5, 2021