



Eligibility Case Specialist - Child Care Subsidy/CalWORKS

Full-time with excellent benefit package!

ABOUT US:

Davis Street is a non-profit organization that supports children and families in San Leandro and surrounding communities for over 40 years. Davis Street programs include five childcare centers; subsidized child care; a primary care clinic providing medical, dental and behavioral health services; food and clothing; housing and utility assistance and referrals; and programs for individuals with development disabilities.

RESPONSIBILITIES: The APP Case Specialist will perform all duties associated with the daily operations of the childcare subsidy program and assist parents with child care needs as related to program enrollment and maintaining the family files of the subsidy families enrolled and provide program support to the overall operation of the Alternative Payment Programs, which include: APP General Fund and CalWORKS programs.

DUTIES:

- Enrollment of eligible families for Alternative payment program contracts
- Process the necessary eligibility and need paperwork to maintain the enrollment of CalWORKS
- File maintenance of subsidy families, including ongoing determination of client eligibility and need for subsidized childcare services as well as client recertification of childcare services as applicable.
- Perform daily data entry functions, correspondence and update to family's case as applicable.
- Provide resource and referral to families as needed.
- Overall program support as needed.
- Attendance at monthly department, agency staff meetings, other program related meetings as required
- Other Duties as assigned

QUALIFICATIONS:

- Minimum 1-3 years pro work experience preferably in childcare subsidy field, social services sector and/or in a non-profit setting.
- Ability to manage caseload of 150 or more families.
- Experience with MCT Care Control (CC3) software a plus.
- General office knowledge, including operation of basic office equipment (fax machines, postage meters, copiers, etc.) and computer experience (Word, Excel, etc.) is required.
- Must respect confidentiality and work sensitively and supportively with enrolled families.
- Ability to work with culturally diverse populations and varied socio-economic levels.
- Must be able to work cooperatively with team members.
- Share agency vision for accessible and affordable quality childcare for all families we serve.
- Consistent access to reliable transportation. Local travel may be required.

- Willingness to undergo continuous training and skills development.

PREFERRED QUALIFICATIONS:

APPLY:

Submit your resume to HR@davisstreet.org

VISIT:

www.DavisStreet.org to learn more about our agency