Adults' & Children's Alliance
10 Yorkton Court
St Paul, MN 55117

CACFP Support Program Advisor — Join our team in a meaningful, community-focused role supporting licensed in-home childcare providers. This part-time driving **position** includes **in-person home visits** throughout the **Metro and Greater Metro area**, with an average of one office day per week **at** our **St. Paul, MN office**. Schedule: **Average 30 hours per week**; hours per week may vary.

Work with licensed in-home childcare providers on the USDA Child and Adult Care Food Program (CACFP). CACFP is a federal program that provides cash reimbursement to childcare providers in exchange for serving healthy meals and snacks that meet the meal pattern requirements.

Job Description

- Provide technical assistance with the CACFP process and tools to providers
- Claims Processing
- Caseload of home visits
- Drive to provider homes
- Support team in the field from the office during weekly office day
- Enroll new CACFP providers
- Participate in local training events as assigned
- Assist with outreach activities as assigned

Required Skills

- High School Education is a minimum
- Communication Skills
- Time Management Skills
- Able to work alone and with a team
- Able to use and manage small technology (Computer/laptop/iPad/printer/cell phone)
- Able to lift 15lbs

Preferred (NOT required) Skills

- Familiar with the USDA Child and Adult Food Care Program (CACFP) and KidKare by Minute Menu application

Required:
- General Availability Monday through Friday, 7 am to 5 pm and occasionally nights and weekends
- Valid Minnesota Driver's License
- Current vehicle insurance
- Must be able to enter and navigate childcare environments that may not be handicapped-accessible, such as tight spaces, going up and down stairs, and navigating wet & icy Minnesota weather conditions