

Adults & Children Alliance

Position: CACFP Program Advisor (PA)

Supervisory responsibilities: None

Position Summary:

To act as an advisor and monitor of licensed family day care providers enrolled on the Child and Adults Care Food Program (CACFP). The Program Advisors responsibilities will include outreach, recruitment and orienting new providers for enrollment on the CACFP, visiting active providers in their homes **virtually** to review meal records, and provide nutrition training. In addition, the Program Advisor must assure USDA, State and agency guidelines and policies are met. Other responsibilities are to assist in the processing of CACFP claims as requested, assisting providers as requested, working cooperatively with other staff members to meet deadlines and other miscellaneous agency duties as assigned.

Essential Duties and Responsibilities:

- Outreach, recruit, and enroll licensed childcare providers for CACFP
- Conduct **virtual orientations** of new CACFP providers in areas
- Maintain and monitor caseload of providers on progress and CACFP compliance. Visiting each home at least 3 times per year
- Monitor and process disallowances
- Monthly CACFP claims processing
- Accurate records keeping for weekly schedules, monitoring, and mileage forms
- Provide technical assistance, information and support to providers and co-workers
- Present CACFP information during licensing intakes (**virtually**)
- Contribute to the development of nutrition education materials
- Present provider training sessions in assigned geographic areas, workshops, association meetings and conferences **virtually**
- Perform miscellaneous duties as assigned
- Adhere to agency policies
- Maintain agency and professional ethics

Qualifications:

Bilingual speaking reading and writing: English and Somali, English and Spanish or English & Hmong

Experience in childcare with CACFP participation & KidKare use (Preferred)

Confidence in presenting in-person or virtual

Interpersonal and Networking skills

Detailed Orientated

Written, verbal, and electronic/video communication skills

Experience and proficiency with various computer programs including Microsoft Outlook, Word, Excel, Power Point, SharePoint etc.

Proficiently navigate the World Wide Web online via laptop, phone, tablet etc.

Requirements: In-Home high-speed internet