



## JOB ANNOUNCEMENT

### Eligibility Department Manager

#### Education and Qualifications:

- Two years of experience in a professional capacity in subsidized child development programs.
- BA/BS Degree in Child Development or a related field
- Ability to work well with people, a sensitivity to the needs of children and families.
- Computer skills and knowledge of Windows, Excel and Word at an intermediate or advanced level.
- Ability to correctly and effectively communicate in written and oral English.  
A California Driver's License, daily use of an automobile, and automobile liability insurance.

#### Preferred Qualifications:

- Command of Spanish

#### Responsibilities and Duties:

- Work under the Program Director to supervise the Eligibility Department and staff.
- Manage all paperwork, parent files, provider files, state reports, invoices, management reports, timesheets, etc.
- Responsible for supervision, appraisals, scheduling, staff development, hiring and disciplinary action of Eligibility Department staff.
- Provide assistance to and resolve problems with staff, parents, providers and the community.
- Represent agency at community meetings as directed.
- Maintain knowledge of State Department of Education Child Division regulations, state law, Community Care Licensing regulations, and other relevant regulations.
- Make recommendations for enhancement and changes in department procedures.
- Train and assist Eligibility Department staff on agency and department policies and procedures.
- Assist in planning and implementation of conferences, parent/provider workshops and community events.
- Other duties as assigned.

#### Job Specifications:

- Twelve month work year.
- Occasional evening or weekend hours may be required.  
Employment, responsibilities, compensation, or any other factor may be affected by changes in governmental regulations, the agency's contracts, or at agency discretion.

**Status and Starting Salary:** Full-time, Exempt; \$4,000/mo. + Benefits (Medical, Dental and Life Insurance, 403(b) Tax deferred annuity, paid holidays, vacation and sick pay)

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*Making a difference in  
the lives of children and  
their families*