



“Every Day Counts in the Life of a Child”

Position Announcement August 2009

Position: Program Specialist (Child Adult Care Food Program and Legally Exempt Program)

Employer: Child Care Council of Nassau, Inc.
925 Hempstead, Turnpike, Franklin Square, NY 11010
(516) 358-9250 Fax (516) 358-9287

Contact: Linda Showell, Director of Operations & Human Resources
Mail, fax or email resume. E-mail: lshowell@childcare Nassau.org

Salary: \$25,000 – \$28,500 annually for full time, part time considered

Supervision: Reports to Program Manager

Summary of Position

Perform administrative functions in office & field visits for child care nutrition program compliance and education.

Position Responsibilities

- Visit child care programs to educate, provide oversight and assistance
- Review menus and claims for compliance
- Assist in maintaining paper work and data base to track all information
- Review and calculate individual claims for compliance
- Assist with agency monthly program claim/reports and reimbursement payments.

Qualifications

- College preferred, early childhood/nutrition experience or interest a plus
- Strong organizational skills, attention to detail and should be good with numbers
- Excellent computer & interpersonal skills needed
- Bilingual in Spanish a plus
- Must have reliable car, valid license and be familiar with Nassau County