

Data Management and Eligibility Specialist

Job Description

San Francisco Early Learning Alliance

The San Francisco Early Learning Alliance is new project designed to provide high quality business services exclusively for child care centers. The Alliance is forming a team with deep experience navigating early learning funding streams and requirements, who will work to free up center leaders and staff from burdensome administrative duties, so that they can focus their time on what matters most: children, families and teachers. The Alliance is fiscally sponsored by the California Child Care Resource & Referral Network and will work in service of their client centers, customizing services provided to meet their unique needs and circumstances. Services offered by the Alliance include: accounting, child care subsidy management, data management and reporting, and human resources compliance.

General Position Description

The Alliance Analyst provides direct services to child care center clients implementing the project's vision, goals, and values on a day to day basis.

This Position Reports to the Alliance Director

Key Responsibilities

- Establish and implement effective need, eligibility and enrollment processes on behalf of child care center clients.
- Maintain high level of expertise in need and eligibility criteria, admission priorities, and requirements of the California Department of Education (CDE) Title V Regulations.
- Keep up-to-date with any changes to CDE Regulations and Management Bulletins.
- Communicate with child care center clients and third parties as necessary to obtain and verify relevant data to determine family need and eligibility for services prior to enrollment.
- Perform ongoing need and eligibility file updates and recertification for CDE subsidized families per regulations.
- Monitor and resolve issues with Alternative Payment Provider family certificate expirations/extensions on an ongoing basis.
- Ensure timely transfers of verified family file information to agencies.
- Closely communicate with participating child care agencies regarding existing or forecasted vacancies.
- Assists with creation, evaluation, and maintenance of data management and reporting processes and procedures.
- Perform data entry, data management, and reporting for a range of early childhood programs utilized by child care center clients including but not limited to Preschool for All, C-WAGES, Child Care Adult Food Program, Alternative Payment Providers, and California Department of Education.
- Support fiscal services to clients in absence of Alliance director.
- Maintain confidentiality of agency, clients, and family information.
- Ensure consistent and timely submission of reports.
- Provide prompt support to client agencies including local travel to sites when necessary.
- Attend and proactively participate in all meetings relevant to service delivery and staff professional development.
- Stay current in developments and trends in the early education sector and issues relevant to the mission and make recommendations as appropriate.

Knowledge, Skills, and Experience Required

- Dedication and commitment to the organization's mission and values.
Bachelor's degree, or combination of experience and education that would provide the required knowledge and skills.
- Experience with early care and education data management and/or strong interest and aptitude for data management, and interest and passion for early childhood business services.

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- Excellent organizational, interpersonal, data management and technology skills including proficiency in Microsoft Office, especially Excel.
- Ability to operate with minimal supervision, with initiative and discretion.
- Ability to prioritize tasks based on current timelines and manage competing priorities.

Physical Requirements

While performing the responsibilities of the job, the employee frequently sits for extended periods of time, and occasionally stands, walks, talks/listens, stoops, kneels, crouches or crawls, and reaches with hands and arms. The employee occasionally lifts up to 20 lbs. Close and distance vision and manual dexterity to use a telephone and computer are required.

Employment Type

Full time position.

Wage Range

This position is based on the continuation of grant funding.