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| Job Title: | **Program Support Coordinator** |
| Department: | **Child & Family Development** |
| Reports to: | **Director of Operations** |
| Grade: | **MS**  |
| Supervises: | **Administrative Specialist II** |
| FLSA Status: | **Exempt** |
| Prepared by: | **Betsy Rees** |
| Date: | **January 26, 2021** |
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| Purpose:To coordinate the support needs for licensing, USDA, Child Cares, hiring, and attendance as required for the Head Start / Early Head Start programs. |
| Essential functions:* Responsible for monitoring incoming clerical requests, distribution to staff, and quality control.
* Maintain all Head Start Center State of Michigan licensing files; complete new applications and renewals for each site as required, ensuring that all deadlines and requirements are met.
* Register Program Directors for fingerprinting at SOM approved sites.
* Completes all Child Care Check Requests.
* Meets all USDA billing and program requirements. Ensures that the Director of Operations is informed of any potential USDA billing obstacles.
* Maintains a data base of USDA Food Substitution forms and sends updates to Business office as they are received. Assist teachers in determining which forms are needed. If needed, assist in communicating with doctors’ offices for required forms.
* Monitors the USDA procurement forms collection; USDA Annual Staff training checklists; and USDA served menus.
* Assists with annual USDA training for NMCAA classroom staff; revises Weebly USDA forms for the year.
* Coordinates site monitors’ schedule of visits and meals/snack to observe and perform USDA site monitoring. 50-60% of Full time Equivalent regarding monitoring.
* Audits the USDA Review Form for Sponsored Facilities for completeness and follow up.
* Oversees the monthly USDA claim.
* Collects, checks-in, and arranges for planned menus to be conveyed to the nutritionist.
* Distributes nutrition feedback from nutritionist.
* Generates ICHAT clearance for potential new hires and for licensing renewal.
* Oversees the support processes of hiring staff for Early Head Start and Head Start positions.
* Maintains classroom attendance in ChildPlus; communicates with classrooms, DMT, and other staff as needed.
* Generates and distributes attendance and sign-in sheets for classrooms at regular intervals.
* Collaborates with management on NMCAA Annual Report, facility support, and general support for the Head Start program and agency.
* Monitors postage on hand; prepares postage order and procures.
* Monitors gas cards on hand; prepares gas card Purchase Orders and communicates with suppliers for pick-up/delivery.
* Places newspaper and online ads for vacant personnel positions.
* Performs other related duties as required and assigned.
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| Position Objectives:* To ensure that USDA, licensing, and Head Start program requirements are accurate and complete.
* To represent the agency in a professional friendly, and caring manner.
* To respond to the needs of management and co-workers.
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| **Measured by:*** Head Start / Early Head Start, USDA, NMCAA and any other program audits results and outcomes.
* Feedback from agency leadership and staff.
* Flexibility to adjust to situations and react as necessary for the betterment of the agency.
* Ongoing assessment.
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| **Minimum Education:*** BA/BS in relevant field or equivalent experience.
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| **Minimum Experience:*** 5 years’ previous experience.
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| **Essential Abilities:*** A commitment to the NMCAA philosophy and mission.
* Ability to maintain confidentiality.
* Ability to interact positively with co-workers and clients in a non-judgmental, tactful and courteous manner.
* Ability to suggest innovative approaches in completing job responsibilities.
* Ability to work openly and cooperatively as a team member.
* Ability to perform physical tasks to carry out specific job duties.
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| **Minimum Skills Required:*** Communication proficiency
* Time management
* Thoroughness
* Collaboration skills
* Technical capacity
* Flexibility
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| **Minimum Physical Expectations:*** Physical activity that always requires keyboarding, sitting, phone work and filing.
* Physical activity that always requires extensive time working on a computer.
* Physical activity that sometimes requires travel by car and/or air.
* Physical activity that often requires lifting under 25 lbs.
* Physical activity that often requires bending, stooping, reaching, climbing, kneeling, and/or twisting to access files and records.
* Physical activity that sometimes requires lifting over 25 lbs. but not more than 50 lbs.
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| **Minimum Environmental Expectations:*** The Program Support Coordinator position operates in an office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.
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