



TITLE: Wrap Coordinator

CLASSIFICATION: Non-Exempt

PROGRAM: Early Childhood Program

DEPARTMENT: Education

EMPLOYMENT STATUS: Fulltime/Schedule varies based on program needs and regularly includes evenings/weekends.

LOCATION: Plainfield

REPORTS TO: Education /Site Supervisor

SALARY RANGE: TBD

ESSENTIAL FUNCTIONS:

- Perform data-entry operations in the designated computerized child/family/client tracking systems as directed by the Education/Site Supervisor, Data Administrator, Administrative Assistants, Family Advocates, and Home Visitors.
- Coordinate and facilitate the registration process for the Wrap-Around program, for both the child-care subsidy and fee-based options.
- Provide training, support and supervision to assigned subordinates including the ongoing monitoring and evaluation of their duties and performance and performance management, inclusive of conducting disciplinary action meetings as needed and enforcement of policies & procedures.
- Assist in the process of Child Care Subsidy (e-childcare) paperwork submission, tracking and reporting for applicable CCR&R (Urban League of Hudson County and 4C's of Union County.)
- Monitor subsidy children's check-ins/outs on a weekly basis in the EPPIC (E-Childcare) portals for each site; report discrepancies to Family Advocates, PFCE Supervisor and Early Childhood Director for follow-up.
- Maintain efficient and accurate records of all payments received through the child care subsidy program and private fees utilizing designated software system.
- Coordinate daily classroom coverage for all Wrap-Around classrooms at all assigned Service Area.
- Complete on staff performance appraisals based on observations, monitoring and document.
- Actively participate in special community events and agency-wide initiatives including development events and activities.
- Perform any other duties as assigned in support of agency and program needs and operations.

MINIMUM REQUIREMENTS: (Must be fully met in order to qualify for position)

- High School Diploma and 2 years' experience in clerical administrative services.
- Proficient computer skills to include Microsoft Office, database systems, email and internet.
- Ability to work independently and collaboratively under critical time frames and work on multiple assignments and complex and sensitive information and prioritize.
- Ability to speak, read, write, comprehend, process, interpret follow and carry out instructions spoken in the English language and written in a variety of documents and reference relevant to the job.

ADDITIONAL PREFERRED QUALIFICATIONS: (Optional, used to determine best match in candidates)

- Associates in Business Administration and direct administrative support experience in non-for profit settings and experience with Early Head Start/Head Start, Abbott Program, Child Care and NAEYC Standards.

Submit resume to hr@hopes.org

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