

**Child Care Solutions, Inc.  
Position Description**

<b>Title: Legally Exempt Specialist</b>
<b>Team: Legally Exempt Inspection      Status: Non-Exempt      Updated: September 2022</b>

**Reporting Relationships:**

Reports to:    **Legally Exempt Coordinator**

**Summary Description:**

Legally Exempt Specialists are responsible for processing and approving the applications and renewals for families of children receiving child care assistance who select legally exempt child care providers; conducting compliance inspections of legally exempt child care programs in Cayuga and Onondaga Counties; and enforcement of applicable laws and regulations with the goal of enhancing the quality and stability of home-based child care in our community. Is responsive to the diverse needs of local families and legally exempt child care providers, and incorporates the perspectives of multiple communities, including communities of color, in consideration of the impacts and outcomes of their work.

**Essential Functions:**

1. Processes and approves applications and renewals for families of children receiving child care assistance who select legally exempt child care providers.
2. Conducts compliance inspections of legally exempt child care programs in Cayuga and Onondaga Counties, working under the auspices of the NYS Office of Children & Family Services (OCFS).
3. Enters inspection data documenting compliance in the OCFS Child Care Facility System (CCFS) database.
4. Meets all legally exempt contract performance standards and timelines.
5. Provides in-person, telephone, and on-site; technical assistance, intensive technical assistance, and consultation to providers and program staff on a variety of issues related to legally exempt child care operation and regulations;
6. Is knowledgeable of, and makes referrals to, other community resources as needed to promote best practice in early childhood and compliance with applicable laws and regulations.
7. Maintains accurate, ongoing, positive communication with legally exempt child care providers and prospective providers regarding the regulatory process.
8. Stays current with NYS regulations and child care best practices.
9. Assists in agency efforts to market family child care in the community as a home-based business opportunity and recruit new family child care providers.
10. Participates in outreach efforts to inform the community about Child Care Solutions and its services.
11. Assists in collecting feedback and data to inform agency services assessment.
12. Performs these responsibilities with the understanding that responsibilities and tasks may be modified or expanded over time.

**Qualifications:**

**Education:** Bachelor's Degree in Early Education, Human Services, Social Work or related field or equivalent education and experience

**Experience:** Requires 1-2 years of experience in program monitoring, compliance, and enforcement of applicable laws and regulations, or 2 years of experience working in a child care setting.

**Competencies:** Effective oral and written communication, knowledge of child care operation, regulations and best practices, high level of accuracy and organization, proficient in use of MS Office and/or other databases, strong customer service skills, knowledge of community resources and ability to work with people from a wide range of economic, ethnic and cultural backgrounds

**Level of responsibility:** Carries out above duties and responsibilities with minimal supervision, exercises discretion and independent judgment.

**Working Conditions:**

**Schedule:** Generally, 8:30 AM – 4:30 PM; requires flexibility, occasional evening and weekend hours

**Environment:** Agency's offices and onsite home visits

**Travel:** Local travel throughout Cayuga and Onondaga Counties, some regional meetings, conferences or training events

**Customer Responsibilities:** Extensive contact with legally exempt child care providers, some contacts with children and parents; frequent service collaborations with other Child Care Solutions teams; frequent contact with NYS Office of Children & Family Services representatives

**Physical Requirements:**

- Manual dexterity sufficient for frequent use of telephone, keyboard, calculator and other office equipment
- Ability to receive and convey detailed information
- Ability to sit at a desk for 6 - 7 hours per day
- Ability to drive an automobile for 1-2 hours at a time
- Moderate physical exertion: Occasional lifting of up to 25 pounds of equipment or material

**Salary Grade:** 4