

Job Description: Provider Grants Technical Assistance Specialist
Focus: Statewide
Department: Supporting Early Education and Development Department
Last Revised: 7/30/2021

Definition

This position is responsible for supporting child care providers through grant opportunities including the American Rescue Plan stipend process and reporting requirements. The position is responsible for tracking all stipend applications received, verifying information on the application, tracking applications progress, calling child care providers to answer questions and provide support, verify all back-up documentation and ensure all stipends are processed accurately. This position will also assist in the maintenance of all electronic provider files.

This is a full-time position accountable to the Provider Grants Coordinator.

Supervision Exercised

No supervision is exercised.

Duties

- Achieve an understanding of agency mission, strategic focus areas and overall goals and objectives; contribute to the success of these areas.
- Assist Child Care Provider Grants Coordinator with hosting provider information sessions both in person and virtually.
- Screen all provider stipend applications for accuracy, and return any stipend applications that are not completed or completed inaccurately and provide individualized support to correct.
- Enter all stipend applications in database and verify all stipend applications.
- Process all stipend budget workbooks and convert budgets into provider subawards.
- Work closely with Resource & Referral Coordinator to verify provider eligibility for stipends.
- Update Resource and Referral database if provider has updated information to ensure all information matches licensing.
- Track and save all information using online Microsoft 365 applications.
- Track all stipend reporting requirements and verify back-up documentation.
- Provide individualized support to assist providers in being successful with the entire process.
- Audit the stipend applications against the payment system to ensure accuracy.
- Assist with creating weekly stipend draws.
- Attend and participate in department/agency staff meetings and other events as needed.
- Perform other tasks as assigned.

Minimum Qualifications Needed

Knowledge of

- Windows web-based computer software programs.
- Basic knowledge of spreadsheet programs (i.e., Excel).
- Basic mathematics.
- An understanding of the problems facing child care providers and families.

Ability to

- Communicate in a positive, friendly manner to public and co-workers.
 - Handle challenging or confrontational providers or clients.
 - Meet stringent timelines while maintaining a high level of accuracy and following detailed procedures.
 - Clearly communicate ideas and information through written and verbal means.
 - Maintain confidentiality of client/agency information.
 - Investigate and resolve payment-related issues.
 - Learn childcare business practices.
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Special Requirements

- Associates degree in business or finance or equivalent experience in coordinating grant program that requires technical support to applicants.
- Able to use office equipment (phones, fax, copier, 10-key calculator, mail meter, etc.)
- Bilingual preferred.
- Must possess reliable transportation to get to and from work.
- Must possess a valid Nevada driver's license and proof of insurance if utilizing personal vehicle for company business.
- Must be able to lift and carry up to 25 lbs. (must move boxes of files); repetitive key stroking (inputting data; creating and answering e-mails); able to sit for up to 2 hours at a time; fine motor skills to stuff envelopes, create packets, and copy).
- May require some occasional evening and weekend work.

License or Certificate

- Able to pass complete background check.

Benefits

- Eligible to receive Children's Cabinet benefits for full-time staff.
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