

 The Children's Cabinet	Position: Provider Grants Specialist	
	Department: Supporting Early Education & Development (SEED)	
	Pay Rate: \$20.60	Status: Non-Exempt
	Last Revised: 9/2023	Level: 3

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 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.
- Screen all grant applications for accuracy, and return any applications that are not completed or completed inaccurately and provide individualized support to correct.
- Enter all grant applications in the relevant database
- Track and save all information using online Microsoft 365 applications.
- Track all grant reporting requirements and verify back-up documentation.
- Provide individualized support to assist providers in being successful with the entire process.
- Ensure accuracy of payments by cross-checking the amount awarded in the database and in their workbook.
- Attend and participate in department/agency staff meetings and other events as needed.
- Perform other tasks as assigned.

Minimum Qualifications

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.

Special Requirements

- Associate 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.
- Able to pass complete background check.

Benefits

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

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