

**North Coast Opportunities, Inc.**  
**413 North State Street, Ukiah, CA 95482**

**POSITION DESCRIPTION**

**POSITION TITLE:** SUBSIDIZED PAYMENT COORDINATOR I, II, III  
**PROGRAM/DEPARTMENT:** RURAL COMMUNITIES CHILD CARE  
**REPORTS TO:** SUBSIDIZED PAYMENT MANAGER OR OTHER DESIGNATED SUPERVISING STAFF MEMBER  
**SUPERVISORY RESPONSIBILITY:** YES (LEVEL III ONLY)  
**FLSA/IWC STATUS:** NON-EXEMPT  
**WC CODE:** 8810

**I. General Responsibilities**

Responsible for payments to child care facilities, data collection and state reports.

**II. Specific Duties & Responsibilities**

Subsidized Payment Coordinator I & II

1. Participate in the development and implementation of the annual goals and objectives for the RCCC programs.
2. Participate as a team member in the overall implementation of RCCC programs.
3. Process the monthly Alternative Payment Program payments for all participating facilities.
4. Compile enrollment and attendance data for monthly reports to the state.
5. Parent Fee billing and collection.
6. Have knowledge of and assure compliance with all state or federal regulations and policies, as directed in the Funding Terms and Conditions for each contract.
7. Maintain enrollment information according to APF's on each child enrolled.
8. Maintain provider files on all facilities participating in Alternative Payment Contracts. Files include license and rate information, and agreements.
9. Act as a liaison between NCO Accounting Department staff and Alternative Payment contract staff.
10. Provide training/assistance to facilities and staff regarding implementation of rules and regulations of AP contract programs.
11. Provide assistance to AP Specialists in all area offices regarding program or client issues and problem solving.
12. Maintain, update and implement State Department of Education/Child Development Division requirements for the Alternative Payment programs.
13. Provide referrals and information to parents and community on choosing child care.
14. Provide referrals to other social service agencies and have knowledge of those in the community.
15. Attend California Alternative Payment Program Association conferences, local child development programs, or other job-related workshops as needed.
16. Align work behaviors in conformance with NCO's Mission, Vision and Values.
17. Further continuous improvement by participating on teams and voluntarily participating on special committees.
18. Work habits:
  - Arrives at work on time and obtains approval from supervisor for planned absences or any changes in work schedule.

- Maintains a high level of confidentiality in all aspects of work and in alignment with NCO's policies and procedures.
- Is able to stay focused on the job.
- Takes pride in creating a positive, efficient work environment.
- Is able to positively adapt to change.
- Treats co-workers and clients with respect.
- Represents NCO and its programs to the community in a positive light.
- Dresses appropriately for the job.

19. Perform other duties as assigned or required.

#### Subsidized Payment Coordinator III

An addendum listing additional Specific Duties & Responsibilities will be attached for any employee who is assigned as a Subsidized Payment Coordinator III.

- **Subsidized Payment Coordinator I's** are entry level and expected to perform the above duties with ongoing supervision.
- **Subsidized Payment Coordinator II's** are journey level and should be able to work independently with minimal supervision.
- **Subsidized Payment Coordinator III's** should be able to perform all the above and supervise specific staff or program components as listed on an addendum to this Position Description.

### III. Job Qualifications

#### Subsidized Payment Coordinator I

1. A degree from an accredited college or university in early childhood education, business administration or related field is preferred, but not required.
2. Verifiable skills in attention to detail and accuracy.
3. General knowledge of office equipment and clerical procedures, including skill in the use of ten-key adding machine and typewriter.
4. Strong analytical, planning and problem-solving skills.
5. Ability to use a computer system to enter, process and retrieve financial information, and knowledge of Macintosh or IBM spreadsheet programs preferred.
6. Basic bookkeeping skills and strong mathematical and organizational skills required.
7. Must be able to follow verbal and written instructions.
8. Ability to establish and maintain cooperative relationships and communicate effectively with those contacted during the course of work.
9. Tactful, courteous, emotionally stable and mature.
10. Knowledge of and ability to work with people from various socio-economic and culturally diversified backgrounds.
11. Good judgment, creativity, initiative, thoroughness and dependability.
12. Self-motivated and able to work independently.
13. Experience in working with families and/or children helpful.
14. For work related driving, employee must have: a current, valid California driver's license; a driving record that demonstrates the employee is a safe, appropriate driver as verified by a DMV printout; and, proof of personal automobile insurance; or reliable transportation with proof of automobile insurance.
15. Bilingual /Biliterate (Spanish/English) preferred, but not required.

### Subsidized Payment Coordinator II

**Demonstrated proficiency in all listed job qualifications for Subsidized Payment Coordinator I must be met plus:**

1. Minimum of 4 years on the job experience within the RCCC Program, or 2 years experience with a similar program **and** 2 years on the job experience as a Subsidized Payment Coordinator I with satisfactory job performance **and** with demonstrated qualifications as determined by the RCCC Program Director. Demonstrated transferable skills needed for this position may be substituted for the 2 years on-the-job experience as a Subsidized Payment Coordinator I.
2. Demonstrated proficiency of computer hardware and software required to do the job.
3. Demonstrated proficiency in all aspects of duties and responsibilities required for the position. Ability to work independently with minimal supervision.

### Subsidized Payment Coordinator III

**Demonstrated proficiency in all listed job qualifications for Subsidized Payment Coordinator II must be met plus:**

1. Exemplary job performance as Subsidized Payment Coordinator II and has shown strong initiative to obtain additional skills or knowledge relevant to RCCC program needs, as determined by the RCCC Program Director;  
**and at least one of the following as deemed necessary for the overall management of the RCCC program and approved by the RCCC Program Director:**
  - a. Has been assigned **ongoing** managerial and/or financial management duties, above and beyond the Subsidized Payment Coordinator II standard job responsibilities.
  - b. Has been assigned **ongoing** staff supervision in some component of RCCC program operations.

### **WORK ENVIRONMENT/PHYSICAL DEMANDS**

1. While performing the duties of this job, the employee is regularly required to talk, hear, listen, and communicate clearly; the employee may be required to supervise staff.
2. The employee frequently is required to sit; use hands to finger, handle or feel objects, use manual and automatic office equipment, and reach with hands and arms.
3. The employee is occasionally required to stand; bend; reach down and stretch overhead; walk; climb or balance; and stoop, kneel, crouch, or crawl.
4. The employee may occasionally lift and/or move up to 25 pounds unassisted and may occasionally move and lift heavier materials with assistance using ergonomic guidelines.
5. Specific vision abilities required by this job include close and distance vision, peripheral vision, depth perception, and the ability to adjust focus.
6. The ability to travel during the day and/or night, sometimes long distance – possession of a valid California Driver's License and access to an insured vehicle is required.
7. Interaction and contact with outside agencies, vendors, funders, volunteers, donors and contributors is a frequent aspect of this job.
8. The employee will frequently use computers and computer printers, telephones and other similar electronic office equipment.
9. The environment can be noisy and includes the comings and goings of small children and their families.

*Note: This class specification should not be interpreted as all-inclusive. It is intended to identify the core essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA) or California FEHA. Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.*

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| Program:  | NCO Rural Communities Child Care - Ukiah   |
| Position:   | Subsidized Payment Coordinator   |
| Rate of Pay:  | \$ 15.64 per hour  |
| Hours:  | 40 hours per week, 12 months/year  |
| Benefits:   | <p>Paid holidays, vacation and sick leave. Medical, Dental, Vision &amp; life insurance coverages available within 60 days of hire (<b>Must work 30 hrs/wk or more</b>).</p> <p>Employee Assistance Program (all members of household are covered) available within 60 days of hire. Discounted membership in Reach is available with payroll deduction. Eligible to participate in 401(k) retirement plan within 90 days of hire, and for employer contribution &amp; matching program upon qualifying.</p> |
| To Apply:   | <p>Please complete and return an NCO employment application by the closing date. Applications are available on the NCO website at <a href="http://www.ncoinc.org/about-us/jobs/">www.ncoinc.org/about-us/jobs/</a>, by calling 707.467.3200, or at the NCO main office, 413 N. State Street in Ukiah.</p> <p><b>For positions requiring ECE or CDV units transcripts must be attached with your application to be considered.</b></p>  |
| Application Closing Date:   | Closes: Open Until Filled  |
| Submitting an Application:  | <p>Applications accepted only at the NCO main office. Postmarks are not accepted.</p> <p>By mail or hand delivery:<br/> NCO, Inc.<br/> Attn: Human Resources<br/> 413 N. State St., Ukiah, CA 95482</p> <p>By FAX: 707.467.3213<br/> By Email: <a href="mailto:HumanResources@ncoinc.org">HumanResources@ncoinc.org</a></p>  |
| <p>NCO is under no obligation to hire from this solicitation.</p> <p>North Coast Opportunities, Inc. is an Equal Opportunity Employer.</p> <p>For Head Start Child Development Program positions please see the NOTICE included with the Employment Application regarding Department of Justice clearance requirements.</p> |  |