



Legally Exempt Enrollment Agent * Sullivan County Child Care Council, Inc. Liberty, NY

Overview: The Sullivan County Child Care Council, Inc. is seeking a Legally Exempt Enrollment Agent in Liberty, NY.

Enrolled Legally Exempt childcare - sometimes referred to as informal childcare - is a form of regulated childcare that is not required to be licensed or registered.

The Legally Exempt Enrollment Agent is responsible for reviewing legally exempt enrollments and forms for compliance in meeting the standards and timelines developed by NYS Division of Child Care Services, process legally exempt enrollments per state and contractual guidelines, conduct all required LE inspections.

Skills necessary to perform job:

Organized

Self-Motivated

Professional Communication (written and verbal)

Honest

Requirements:

Associate's degree

Valid Driver's License

Own Car

Shift, Salary, and Benefits: This is a full-time position, Monday - Friday, \$21.00 - \$23.00 hourly, Benefits include: Health Insurance, Paid Vacation, Paid Sick Leave, Holidays, 401K/Retirement, and Childcare.

To apply email resume to info@scchildcare.com