



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 enrolling and inspecting all legally exempt programs in a timely and precise manner. You will also assist all enrolled/registered/licensed childcare programs with payment questions and ensuring completeness of time sheets for CCAP.

Skills necessary to perform job:

Very Detail Oriented

Some Knowledge of Childcare Modalities

Patient

Good Customer Services Skills

Requirements:

Associate's degree

Valid Driver's License

Own Car

Shift, Salary, and Benefits: This is a full-time position, 9:00 A.M - 4:30 P.M., Monday - Friday, \$20.00 - \$22.00 hourly, Benefits include: Health Insurance, Paid Vacation, Paid Sick Leave, Holidays, 401K/Retirement, and Childcare.

To apply email resume to info@scchildcare.com.