

YUMA COUNTY DEPARTMENT OF HUMAN SERVICES
JOB DESCRIPTION
County Child Care Assistance Program Worker (CCCAP)

Position Title: County Child Care Assistance Program Worker (CCCAP)

Date Approved: 1/15/2021

Date Revised: 7/30/2024

Position Summary

Under direct supervision of the Eligibility supervisor or designee, assesses the needs and determines initial and ongoing eligibility of parents or providers for the County Child Care Assistance Program for the Yuma County Human Services Department. Provides case management services and assists parents or providers in assessing CCCAP resources. Duties may vary according to job assignment within the Child Care Assistance Program.

Reports To: Eligibility Supervisor

Experience and Qualifications

- 1) High School Diploma or GED Equivalent
- 2) Possession of a Valid Colorado Driver's license and a "safe" driving record may be required.
- 3) Complete training and/or certification as mandated by the Child Care Assistance Program for the state system (CHATS).
- 4) Must be able to pass a background check and pass a drug test

Competency/Skill Requirements

- 1) Performs general office practices and procedures
- 2) Operate routine software and business application including, but not limited to word processing, spreadsheets, presentation software, and databases.
- 3) Ability to communicate clearly and concisely, both verbally and in writing
- 4) Ability to read and comprehend department and County rules, regulations, policies and standard operation procedures.
- 5) Is flexible to new situations encountered on a daily basis and has the ability to learn new duties quickly.
- 6) Manages various tasks and duties simultaneously.
- 7) Maintains sensitive and confidential information.
- 8) Evaluates and implements program policies and procedures.
- 9) Ability to interact with people of different social, economic, and ethnic backgrounds.

General Duties

- 1) Case Management
- 2) Processing Applications and Redeterminations
- 3) Interviewing Applicants (Parents or Providers)

- 4) Maintain electronic case files.
- 5) Print and mail all correspondence from CHATS within the set time frame.

Key Responsibilities and Duties

The following duty statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. The County reserves the right to modify or change the duties or essential functions of this job at any time.

After properly trained, duties may include, but are not limited to, the following:

- 1) Arrives at work or at assigned locations punctually and attends work with minimal absences.
- 2) Accurately records time worked for purposes of compensation.
- 3) Maintains a constructive working relationship between and among employees at all levels of the organization.
- 4) Works effectively both independently and as a member of the team.
- 5) Works professionally with others, both inside and outside of the organization.
- 6) Interviews applicants and assists them in understanding and completing all required eligibility paperwork.
- 7) Verifies programs and services eligibility factors by retrieving or confirming information from a variety of sources.
- 8) Performs eligibility computations based on provided and collateral information; determines applicability of work registration requirements.
- 9) Evaluates and implements program policies and procedures
- 10) If applicable, conducts reviews and audits as mandated by the state CCCAP team.
- 11) Assists in updating the County CCAP Plan periodically, as mandated by the state.
- 12) Knowledge of the scope and application of laws and regulations pertaining to the assigned and related human services program.
- 13) Develops knowledge of community support services and resources, along with the childcare assistance, available to help facilitate comprehensive solutions for parents and/or providers.
- 14) Learns to operate databases from a wide variety of systems, provides program services, ongoing case maintenance, and/or to process applications for Child Care Assistance Program and redeterminations of eligibility.

- 15) Accurately enters information into and/or receives information from the various computer eligibility systems (CBMS, EBT, SAVE, CDOLE, UIB, and CSE).
- 16) Updates and maintains a variety of files, records, and other documents; gathers, compiles, and synthesizes data for reporting purposes as directed.
- 17) Attends scheduled Unit and Department staff meetings.
- 18) Participates in County and State trainings as required.
- 19) Supports the relationship between Yuma County Government and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and county staff.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT

Nothing in this job description restricts Yuma County's ability to assign, reassign or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. Those functions may change at any time as the needs of the County change or for other reasons deemed appropriate. This does not constitute a contract, written or implied, between the County and any County employee. No employee should consider these guidelines as a contract. Yuma County does not guarantee any specific term or length of employment. All employees of the County are "at will employees".

Working Environment

Normally, work is performed in a typical office setting with appropriate climate controls. Periodic travel may be required to fulfill functions of the job. Elements of hazard uncertainty exist in the normal course of performing duties associated with completion of job duties

Position Physical Demands

Tasks require a variety of physical activities, occasionally involving muscular strain related to walking, standing, stooping, bending, climbing, kneeling, sitting, and reaching. Hearing, talking and seeing are essential to successful completion of typical duties. Common eye, hand, finger dexterity is required. Mental application utilizes memory for details, complex instructions, emotional stability, creative problem solving. Limited lifting in the office of files and supplies not to exceed 40 pounds.

Safety Equipment

Proper use of all equipment in and out of the office and department vehicles.

Supervision Responsibilities: No Yes

Nature of Supervision: No responsibility for the direction or supervision of others

Equal Opportunity

Yuma County is an Equal Opportunity Employer and ensures equal employment opportunities are provided in the administration of all personnel practices such as recruitment, appointments, promotions, discipline, retention, training and other benefits, terms and conditions of employment in a manner which does not discriminate on the basis of race, color, religion, sex, gender identity, national origin, age, disability, political affiliation or belief, veteran status, or any other non-merit factor.

In order to provide equal employment and advancement opportunities to all individuals, employment decisions will be based on merit, qualifications, and abilities.

**YUMA COUNTY DEPARTMENT OF HUMAN SERVICES
WORKING CONDITIONS
County Child Care Assistance Program Worker**

JOB TITLE: County Child Care Assistance Program Worker
SUPERVISOR: Eligibility Supervisor

WORKING CONDITIONS:

In a typical day, this job involves the activities listed below. The frequency of performance of each activity is indicated by the placement of a check mark (x) in the appropriate column.

R = rarely (less than 0.5 hours per day)
O = occasionally (0.5 to 2.5 hours per day)
F = frequently (2.5 to 5.5 hours per day)
C = continually (5.5 to 8 hours per day)
NA = not applicable

PHYSICAL ACTIVITIES	R	O	F	C	NA	Describe any job duty which requires repetition or a unique application of the activity.
Sitting				X		
Stationary Standing		X				
Walking			X			
Ability to be mobile				X		
Crouching (bend at knee)		X				
Kneeling/Crawling		X				
Stooping		X				
Twisting (knees/waist/neck)		X				
Turning/Pivoting		X				
Climbing	X					
Balancing		X				
Reaching overhead		X				
Reaching extension			X			
Grasping			X			
Pinching			X			
Pushing/Pulling		X				
Minimum weight to lift:		X				(list # of pounds) 5 lbs- supplies
Maximum weight to lift		X				(list # of pounds) 40 lbs- supplies
Carrying		X				(list # of pounds) up to 40 lbs
Other physical activities (list)						Driving up to 5 hours
SENSORY ACTIVITIES	R	O	F	C	NA	
Talking in person			X			
Talking on telephone			X			
Hearing in person			X			
Hearing over telephone			X			
Vision for close work			X			
Other sensory requirements (list)						

**YUMA COUNTY DEPARTMENT OF HUMAN SERVICES
WORKING CONDITIONS CONTINUED:**

ENVIRONMENTAL FACTORS	SPECIFY
Safety requirements (clothing, required safety equipment, activities performed).	No special safety requirements.
Exposures (fumes, chemical, vibrations, humidity, cold, heat, dust).	Exposure to outside temperatures occasionally when accompanying home visits.
Operation of equipment, vehicles, tools.	Computer, printers, calculator, copier, paper shredder, fax machine, scanners, department vehicles.
Required hygiene standards (food handling, clean contaminated, sterile equipment).	No unique hygiene standards.
Other environmental factors.	Unable to regulate heat/cold exposure due to thermostat location

All job requirements listed indicate the minimum level of knowledge, skills and/or ability deemed necessary to perform the job proficiently. This working condition description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements and does not limit the assignment of additional duties at the discretion of the supervisor. Employees will be required to perform any other job related instructions given by their supervisor, subject to reasonable accommodations.

Date Reviewed: _____

Date Reviewed: _____

Date Reviewed: _____

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