



Drew Child Development Corporation

Job Opportunity

Title: Eligibility Specialist
Department: Alternative Payments– Stage 1
Pay Rate: \$13.00-\$17.50 per hour

Summary:

Reporting to the Program Manager, the Eligibility Specialist will determine family eligibility and help eligible parents gain access to child care services and programs; will assist the program by certifying and re-certifying cases in accordance to compliance standards; will certify and authorize child care hours, update family information, approve changes and provide referrals as needed; will provide quality customer service for all clients and internal support departments, and ensuring accurate and timely entry of data.

Requirements:

The ideal candidate shall have:

Option 1 - Bachelors degree and 6 months experience in office and or customer service environment

Option 2 - AA degree and 2 years experience in office and or customer service environment.

Option 3 - High School Diploma or equivalent with 4 years experience in office and or customer service environment.

Valid California driver's license and automobile insurance required. Excellent oral and written communication skills. Must have strong computer skills and complete knowledge of Microsoft Office.

For immediate consideration, please email your resume to jobs@drewcdc.org.

Equal Employment Opportunity / Affirmative Action Employer