



Excellence in Early Childhood Education
"Providing Quality Services for Young Children since 1972"

Job Opening

Southwestern Child Development Commission is now accepting applications for the position of **Child Care Subsidy Specialist**. Work involves determining eligibility services for families who need assistance with child care arrangements. The position is located in Haywood County. Travel may be required to regional offices as needed.

Abilities, Skills and Knowledge:

Ability to navigate through complex electronic eligibility system to input appropriately and accurately client eligibility information. To appropriately apply rules and regulations and often changing policies and guidelines pertaining to the child care subsidy program; ability to conduct interviews and interpret policies and procedures to people of varied social, economic, and educational backgrounds to obtain data for documentation and verification of information needed in determining eligibility; work with facts and figures and perform tasks involving a high degree of accuracy. Ability to work efficiently in multiple technology based systems. Ability to effectively interact with coworkers to accomplish common tasks and to have efficient and courteous interaction with customers.

Minimum Education and Experience: A Bachelor's Degree in Social Work or a related field is preferred along with experience working with early childhood and family programs. Applicants with a combination of related educational and experience qualifications will be considered. Preference will be given to applicants who are bi-lingual. The agency's full benefits package is available. Applicants must have a valid NC driver's license and a car available for work.

To apply, submit a SWCDC Application for Employment to Human Resources, Southwestern Child Development Commission, PO Box 250, Webster, NC 28788. Applications may also be faxed to (828) 631-1860 or emailed to jobs@swcdcinc.org. Applications will be accepted until the position is filled. Only those applicants most qualified based on education and experience will be interviewed. An Equal Opportunity Employer.