



# Southwestern CHILD DEVELOPMENT COMMISSION



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

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## **Employment Opportunity – Buncombe County and other WNC NC counties Child Care Subsidy Specialist**

**SALARY** \$18-\$20 per hour

**LOCATION** Buncombe County/Hybrid

**JOB TYPE** Permanent, Full Time

**DEPARTMENT** Child Care Subsidy

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### **Position Overview**

Southwestern Child Development Commission, Inc. is currently seeking a qualified applicant to join the Child Care Subsidy Services Team for a full-time position of **Child Care Subsidy Specialist**. The Child Care Subsidy Services Team provides personalized services to families by determining eligibility for the North Carolina Subsidized Child Care Assistance Program and assistance with child care arrangements. The position involves regional work with **Buncombe County and other Western North Carolina counties**. Travel may be required to regional offices as needed to meet with families, colleagues, community partners and other family service organizations.

### **Duties/Responsibilities:**

#### 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 colleagues to accomplish common tasks and to have efficient and courteous interaction with customers.

A willingness to continued personal and professional growth and a collaborative approach to team values of diversity and inclusion are required.

### **Education and Experience:**

Minimum Education and Experience: A Bachelor's Degree in Human Services or related field is preferred. An Associate's degree in Business, Education or related field will also be considered. Experience working in programs involving early childhood and family programs will be favored. Applicants with a combination of related educational and experience qualifications will be considered. Computer skills and knowledge and adaptability to learn multiple software applications is a must. 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 ([www.swcdcinc.org](http://www.swcdcinc.org)) or mail to: PO Box 250 Webster, NC 28788. Applications may also be faxed to (828) 586-4039 or emailed to [jobs@swcdcinc.org](mailto: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.

***\*SWCDC is committed to creating a diverse environment and is proud to be an equal opportunity employer. We do not discriminate in hiring and personnel procedures against any applicant for employment or employees because of race, national origin, religion, sex (including gender identity, sexual orientation, and pregnancy), age, disability or genetic information.***

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