



Job Announcement: CoRise Illinois Administrative Coordinator

CoRise Illinois is a child care provider-centered family child care network that will elevate the family child care industry. It is a one-year pilot project designed to ease providers' administrative load and create access to new forms of revenue for greater financial security. CoRise Illinois will use the cooperative model to center providers in the decision-making process and ensure responsiveness to their needs.

CoRise Illinois is being developed by SEIU Healthcare IL/IN, the Helen Miller Member Education and Training Center, and ICA Group.

Job Purpose:

- To work with 24 family child care providers and the contracting agency to administer a public contract on a one-year pilot basis.
- To help CoRise Illinois grow by analyzing the financial feasibility of new service offerings, and by identifying and analyzing new contract opportunities.
- To provide back-end administration for CoRise Illinois.

Office Location: Chicago

Duties and Responsibilities include but are not limited to:

- Ensure that CoRise is meeting its contractual obligations
- Communicate with providers about CoRise Illinois requirements and processes and responding to provider questions in a clear, respectful, and timely manner
- Work directly with providers to:
 - Submit monthly billing, enrollment, and reporting forms to Chicago DFSS
 - Determine and redetermine family eligibility for CCAP, and report this information using specific systems, in specific time periods
 - Assist families with CCAP applications
 - Respond to applications, notify families of approval, denial, or cancellation, within specified time periods
 - Calculate, collect, and notify parents of co-payments
 - Maintain client case files, which include certain required documents
 - Maintain licensed status with DCFS
- Assist with monthly home visits and provider trainings as needed.
- Maintain a standard of collegiality and diplomacy, help to foster a team environment, display excellent work ethic and a mature understanding of racial justice and cultural diversity, and operate within accountability standards.

Scope and Nature of Supervision:

The Administrative Coordinator must be able to organize their time, make independent decisions that support organizational goals, and develop and carry out plans with minimum supervision. They must also be able to receive direction from the CoRise Board and other HCII and ICA supervisory staff. Must be able to work well with other members of the CoRise team.



Criteria for Evaluation:

- Strength of Experience
- Strength of written and verbal communication skills
- Knowledge of key program areas
- Well organized with ability to balance conflicting demands successfully
- Ability to demonstrate experience carrying out assigned responsibilities in a competent and professional manner in keeping with the Program's overall goals and expectations

Working Conditions:

The Administrative Coordinator may be required to work long and irregular hours, and to work on weekends and holidays when necessary to ensure programmatic needs are met.

Other Expectations:

All staff are expected to respect the processes of the organization and encouraged to work within the framework of the organization to resolve internal disputes and issues.

Key Qualification Criteria:

- Strong commitment to social justice and the dignity of workers.
- Ability to work in a multicultural and diverse work environment.
- Ability to work independently, think creatively, manage own time, and take initiative
- Minimum one year in a non-profit, labor, or child care provider setting
- Sound organizational skills to manage and prioritize work subject to deadlines in a dynamic and changing environment, as an individual and as a member of a team.
- Experience working on data entry, data base programs and spreadsheets especially Microsoft Office Suite including Outlook, Word, Excel, Access; Unionware and Internet services and ability to learn new software.
- Ability to adapt and learn new skills.
- Knowledge of the Illinois CCAP Program, the IL DCFS, and other applicable state or local programs under which SEIU HCIIMK members are organized.

Additional Information:

- Professional training opportunities available.
- Strong understanding of the specific training program is desirable
- Bilingual English/Spanish is a plus.
- Must hold a valid driver's license and have access to an automobile.

Salary and Benefits:

Salary/compensation is competitive and commensurate with experience. Benefits included.

To apply, please submit a resume and cover letter by April 30, 2021.