

Field Representative

Providers Choice, Inc. is a non-profit in Minneapolis, MN that sponsors the Child and Adult Care Food Program (CACFP) to child care homes and child care centers throughout the state of Minnesota making sure that participants have access to healthy food.

Providers Choice, Inc. is seeking an individual that is passionate about childhood nutrition, policy and process driven and customer service focused to join our team.

The Field Representative is responsible to train child care providers on the requirements of the Child and Adult Care Food Program (CACFP) and then to visit their homes at least three times each year to monitor that CACFP regulations are being met. Field Representatives are also responsible to outreach the program to their local communities and to provide the required annual training elements to the providers they monitor.

Candidate must have a high level of integrity, a self-starter, pay close attention to detail, maintain confidentiality and communicate effectively with others.

PRIMARY RESPONSIBILITIES

- Grow and maintain active claiming provider caseload.
- Provide effective monitoring to providers to ensure that homes/centers are complying with meal patterns, meal counts and recordkeeping policies established by the United States Department of Agriculture (USDA), Minnesota Department of Education (MDE), and Providers Choice.
- Required attendance and participation in trainings/meetings.
- Outreach, recruit and enroll licensed homes/centers providers for the Child and Adult Care Food Program (CACFP).
- Develop & maintain open communications and cooperative relationships with providers.
- Conduct training, as necessary to comply with USDA, MDE, Providers Choice policies, to ensure the provider has attended required training.
- Provide outreach by attending association meetings, county licensor's orientations, and conferences.

EXPERIENCE REQUIREMENTS

- Associates degree or equivalent in work experience.
- Education or previous experience in nutrition, education, monitoring, or working with young children.
- Excellent computer skills with experience with Microsoft Word, Excel and Outlook
- A general understanding of the Child and Adult Care Food Program (CACFP) preferred.
- Valid driver's license

GENERAL SKILLS

- Self-directed and highly motivated.

- Highly organized
- Excellent written and verbal communication skills

WORKING CONDITIONS

- Relatively quiet working conditions when in the office and/or working from home.
- Substantial level of in-state travel to child care provider homes, meetings and conferences. Travel is mostly car (must have reliable transportation).
- The position often requires flexible work hours and work days.