Career Development Center
New York Early Childhood Professional Development Institute

Cacfp Specialist

Child Care Resource Network

Buffalo, NY 14216

Other | Full-time | Onsite | $40,600 - $41,600 a year

Posted on October 21, 2026

Organization Statement

Who We Are:

If you have experience withÂ **Child Care and Training**, come work at one ofÂ **Buffaloâ€™s Best Places to Work 2024**!

https://www.bizjournals.com/buffalo/c/best-places-to-work-2024/22892/child-care-resource-network.html

Child Care Resource Networkâ€™s mission is to promote quality, affordable, accessible care and learning for all children by supporting and empowering families, caregivers, education professionals, and employers. We are a family-friendly agency, supporting our employees and their families with excellent benefits and a commitment to making CCRN a great place to work for everyone.

How CCRN Supports Our Employees:

- Babies at Work program to support new parents and their babies
- Access to Shared Company vehicles, to minimize wear and tear or mileage on your personal vehicle
- Generous PTO that begins accruing immediately upon employment
- 16 days of paid holiday pay, including a floating holiday
- Competitive Health insurance
- Discounted Dental and Eyeglass coverage
- Trainings, Professional Memberships, and Professional Development Classes paid for by CCRN to help your professional growth!

Job Description

By administering the Child and Adult Care Food Program (CACFP), this position ensures that young children in home-based care receive nutritious, balanced meals that support healthy development and empowers child care business owners.

Responsibilities

Essential Duties and Responsibilities:

1. Act in accordance with the agency's vision, mission, and values.

2. Conduct required on-site monitoring reviews of participating home-based child care programs (Family, Group Family, and Legally Exempt) to evaluate meal service, menu compliance, and adherence to USDA and state CACFP regulations.

3. Deliver technical assistance, nutrition education, and administrative coaching to child care providers, empowering them to maintain accurate meal records and successfully meet program requirements.

4. Analyze provider records, meal counts, and claim records for accuracy and compliance to safeguard grant deliverables, maintain fiscal integrity, and identify potential errors or fraud.

5. Conduct targeted outreach to prospective home-based child care providers to expand CACFP participation and bring federal meal reimbursements to underserved communities.

6. Maintain accurate provider records and enter claim, site visit, and eligibility data into specialized CACFP software (Minute Menu, KidKare, CIPS, CCFS) in an accurate and timely manner.

7. Maintain active, professional communication with internal agency departments to ensure holistic, streamlined support for child care providers.

8. Serve as a member of the staff team and attend meetings and training as required.

9. Contribute to additional projects and initiatives that support the agency's mission and overall objectives.

Qualifications and Competencies:

Qualifications

Preferred Qualifications and Competencies:

1. Multilingual in English and Spanish or other languages that would support servicing our customers

2. Bachelor’s Degree in Human Services, Childhood Education, Criminal Justice, or related field

3. Academic background or practical experience in nutrition or dietary health

4. Working knowledge of New York State OCFS child care regulations (Family/Group Family and Legally Exempt) and USDA/CACFP rules

- **Minimum Education Level:** Highschool Graduate or GED
- **Preferred Education Level:** Associate's Degree

Application Instructions

Must maintain a valid NYS Driver’s License and a vehicle with current registration and insurance.

Language Requirements

English, Spanish, Mandarin (Simplified)

Additional Information

Physical Demands:

Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily within a professional, climate-controlled office environment that supports focused and collaborative tasks. Physical demands are consistent with standard office activities, including regular computer use, participation in meetings, and the ability to remain seated or move throughout the workspace as needed. There is a requirement to exert up to twenty pounds of force to move or lift work-related products.

Additionally, positions requiring field visits operate in dynamic, child-occupied environments. Employees must be able to adapt to varying noise levels, navigate diverse facility configurations, and have the physical agility to engage with providers and children at their eye level (including bending, kneeling, or sitting on the floor). Regular local travel is required.

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