ANOKA COUNTY COMMUNITY ACTION PROGRAM, INC.

1201 89th Avenue NE • Suite 345 • Blaine, MN 55434
Phone 763-783-4747 • FAX 763-783-4700 • Website: www.accap.org

JOB DESCRIPTION

Position Title: CCA Program Coordinator **FLSA: Non-Exempt**
Class Title: Program Coordinator III
Range: 5
Reports to: Child Care Assistance Program Supervisor

Position Requirements:

Education and Experience: Bachelor's Degree from a four (4) year college or university; one (1) to two (2) years related experience and/or training; or equivalent combination of education and experience.
Licenses Required: None.
Certifications Required: None.
Background Investigation Required: Search on NSOPW.
Knowledge: Knowledge of Human services programs, community resources or related programs. Basic math and knowledge of Microsoft computer programs.
Abilities: Ability to work with mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical solutions. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to work with County Attorney staff, Fraud investigators and collections. Ability to work with clients to resolve day to day issues.
Skills: Word processing, mathematical skills, people skills, skills in oral and written communications, customer services skills, skills in organizational techniques, prioritizing and managing workflow.

Duties and Responsibilities:

Consulting with workers on Fraud referrals, completing the referral and follow up reviews with Fraud team and track fraud process. Work with Fraud for conviction. Ability to work with the county and state legal teams and judges. Determine if overpayment/claim should be established. Determine the amount of the claim. Reviewing claim calculations and dates, enter claim into MEC^2, track claim for collection process. Track all move out of county claims for closings and refer to collection process. Point person to receive all initial appeals established and schedule. Set up for tracking. Referee a hearing to determine if resolve is possible prior to a hearing. Assemble all required verifications. Make and send copies to the appellant and the Judge. Alert worker when notification of appeal hearing is received. Schedule appeals room. Represent the Agency at the appeal hearing. Follow up with the judge on determination. Request any reconsideration. Supervise staff. Act as 1st level to handle client complains and phone calls. Performs other related duties as assigned.

Essential Job Functions:

Normal office procedures, able to lift and carry 30 pounds safely, sitting in a chair or standing for extended periods of time, repetitive upper body movement including twisting, turning, and utilizing arms, hands, and fingers on phone system, keyboarding, and sorting mail, extended visual contact with computer monitors. Must be able to communicate effectively with clients and employees throughout building.

Posting Date:	10/31/2025	Location:	Blaine, MN
Closing Date:	Until Filled	Supervisor:	T. Hoffman
Status:	Permanent/FT	Wage:	$23.14-25.38/Hour - DOQ

Benefits:Vacation, Sick, Holiday, Medical, Dental, Vision, Life, Disability, HSA, FSA, Dependent Care Reimbursement, Accident/Critical Illness Supplemental Insurance, 403(b) Retirement w/match.