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-BE A PART OF OUR STORY-



## Legally Exempt Enrollment Counselor

**PAY RATE:** \$16.40

**LOCATION(S):** Belmont, NY

**WORK YEAR:** 12- Months

**WORK HOURS:** Monday - Friday 8-3:30 pm. Occasional weekends and/or evening hours

**JOB SUMMARY:** Processing of enrollment applications, background checks, and conducting monitoring visits to Legally Exempt child care providers in Allegany, Cattaraugus, and Wyoming Counties: including information and technical assistance on legally exempt family day care, child care registrations, health and safety, and early childhood development ensuring Program objectives are met. Ability to travel throughout the tri-county areas.

**QUALIFICATIONS:** High School Diploma and two years' experience in the field of Early Childhood Development. Current driver's license with a clean driving record.

**EXPERIENCE:** Onsite visiting and knowledge of the NYS Office of Children and Family Day Care Regulations preferred.

- ACCORD BENEFITS:**
- This is a full-time twelve-month position.
  - Choice of 2 medical plans (co-pay or high deductible with health savings account option)
  - Dental and vision insurance plan options, generous leave time (up to 4 weeks in the first year of employment)
  - 13 paid holidays (11 holidays and 2 floating holidays)
  - Opportunity to contribute to a 403(b)-retirement plan upon hire with a 5.5% employer match
  - Professional development advancement opportunities

**SUBMIT COVER  
LETTER, RESUME,  
& ACCORD  
APPLICATION TO:**

**MAIL:** TRINA LAFLEUR, HRDIRECTOR  
ACCORD CORPORATION  
P.O. BOX 573 | 84 SCHUYLER STREET  
BELMONT, NY 14813  
**EMAIL:** [tlafleur@accordcorp.org](mailto:tlafleur@accordcorp.org)  
**FAX:** 585-268-7607

*Everyone is welcome here. We are actively seeking diverse candidates to join the ACCORD team and encourage applications from candidates of color. ACCORD is an equal opportunity employer. All applicants will be considered for employment without regard to age, race, color, religion, sex, sexual orientation, gender identity, national origin, genetics, veteran, or disability status.*