

JOB DESCRIPTION

Enrichment Services Program, Inc.

Job Title: ERSEA (Eligibility, Recruitment, Selection, Enrollment and Attendance) Specialist

Department: Department of Early Childhood & Family Services

Classification: Exempt

Job Reports To: Quality Assurance Manager

Job Summary:

Advanced data keeping and report preparation. Performs detailed data entry work and data compilations to assure the department's timely preparation of reports.

Major Responsibilities/Activities:

- Individual is responsible for the complete and accurate collection, entry, reporting and maintenance of data, records and reports related to the application, eligibility, recruitment, selection, enrollment and attendance of children and families of the Head Start Program.
- Individual assists in the recruitment, enrollment and registrations of families into the program. Responsible for the collection, entry, reporting and maintenance of records related to program operations.
- Individual tracks daily attendance for classrooms and follow-up on absenteeism.
- Prepare and distribute monthly reports, such as attendance, meal count, enrollment, etc.
- Arrange for meetings, staffing, etc. as requested by the Program Director. Responsible for recording and maintaining minutes of staff and other personnel meetings.
- Develop/Implement Recruitment Plan(s)
- Develop/Conduct ERSEA Team Meetings
- Conduct Family Service Worker Meetings
- Develop Recruitment Flyer(s)
- Order recruitment materials/distribute to centers
- Develop/Implement PSA's (public service announcements)
- Develop/Implement/Monitor Head Start/Early Head Start Intake Schedule and Files
- Provide T&TA to center staff as needed
- Conduct daily, weekly, monthly, monitoring of data tracking system as it relates to ERSEA (Head Start/Early Head Start/Child Care Partnerships/Blended Pre-K, to ensure accuracy
- Implement ERSEA Protocols
- Implement Performance Standards
- Collect, analysis and submit data as it relates to PIR
- Conduct new employee orientation

- Develop new employee training schedule for new Family Service Works to include shadowing schedule
- Create, update, review, policies and procedures as it relates to ERSEA
- Visit/Monitor assigned center locations as needed
- Ability to work Independently
- Work closely with center staff to obtain needed data
- Ensure funded enrollment is maintained
- Monitor ADA Weekly (maintaining 85% of program funded enrollment)
- Work closely with centers to ensure 85% attendance center funded enrollment is maintained (ADA)
- Monitor Daily Attendance, offer center support to maintain center funded enrollment as needed
- Verify the eligibility status of children, families, and pregnant women receiving services
- Develop and Team to verify income on all families eligible for our program
- Understand, interpret and explain federal, state and local child care eligibility, criteria, policies and procedures.
- Attend community meetings as needed
- Out of town travel as needed
- Develop income criteria based on federal requirements
- Provide training as it relates to income criteria
- Maintain a complete and accurate waiting list
- Oversee/Conduct Selection Placement (developing a selection team to assist)
- Develop/Implement and participate in community health fairs, meetings, and other community recruitment events.
- Maintain current knowledge as it relates to ERSEA updates and changes
- Ability to work under pressure while remaining professional and exhibiting a positive attitude
- Ability to meet deadlines, prepare detailed reports, and maintain documentation
- Additional duties as assigned by PFCE Manager

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Teaching staff must be acquainted with goals and philosophies of Head Start, as well as understanding of developmentally appropriate practices. Must maintain confidentiality, disseminating information to others on a need to know basis only. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge/Responsibilities Required

- Ability to communicate and provide presentations to large and small groups.
- Excellent oral and written and computer communications skills.
- Working knowledge of local community and agency resources.

- Computer literacy including Windows and Microsoft Office computer programs and specialty programs utilized in the operation of the organization.
- Valid Driver's License
- High School diploma or GED
- Ability to manage multiple tasks and interact with other Specialists and other staff, policy council, governing board and community members.
- Ability to work well with an ethnically and linguistically diverse population is desirable

Physical Demands:

While performing the duties of this job, the employee is regularly required to walk, sit, use hands and fingers; reach with hands and arms; talk or hear. The employee is also required to stand, climb, balance, stoop, kneel or crouch. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee may be required to lift and/or move up to ten (10) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and ability to focus.

Equipment Used:

Office equipment such as P.C., telephone system, calculators, fax machines and copy machines.

Acknowledged by: _____ Date _____

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.