



HEAD START OF YAMHILL COUNTY
1006 NE 3RD STREET (SUITE A), MCMINNVILLE, OR 97128
POSITION DESCRIPTION

Revision Date: 04/01/2017	Position Number: HSYC-16-06-ERSEASpec	FLSA Status: Non-Exempt
Position Title: Eligibility/ Recruitment/ Selection/ Enrollment/ and Attendance (ERSEA) Specialist	Pay / Category: \$17.60 20 hrs per week, full benefits	
Reports to [Job Title & Division/Department]: Family and Community Services Coordinator	Positions Supervised: None	

GENERAL DESCRIPTION:

Primary responsibility of the activities, systems, and oversight of Head Start participant eligibility, recruitment, selection, enrollment, and attendance (ERSEA) to ensure program requirements are implemented consistently according to policies and procedures.

JOB DUTIES:

1. Responsibilities mainly fall within the following essential functions, although there will be other tasks and/or duties as assigned. The ERSEA Specialist will demonstrate competency to perform essential functions that include:
 - Assist with planning, development and implementation of ERSEA content areas.
 - Provide workshops, training and/or technical assistance regarding ERSEA topics to staff, families, and community in large and small group settings or individually.
 - Manage eligibility, recruitment, selection, enrollment, and attendance meeting the needs of Head Start-eligible families.
 - Ensure classrooms/ centers/ programs maintain funded enrollment level and waiting list, assist to fill vacancies as needed at the individual classrooms/ centers/ programs and analyze enrollment data to inform the planning process.
 - Analyze causes of absenteeism when average daily attendance falls below 85% or children are absent for 4 consecutive days.
 - Analyze community assessment information and facilitate planning efforts to determine design options, recruitment efforts and enrollment guidelines for Head Start
 - Provide input and solutions to develop and/or revise the agency's ERSEA systems and agency policies and procedures.
 - Evaluate, design and monitor systems to process enrollment applications, including determination of eligibility and selection criteria.
 - Oversee processing applications for accuracy and timeliness.
 - Prepare and distribute timely reports and tracking regarding ERSEA updates.
 - Promote consistent exchange of information in all directions by communicating in a professional manner through verbal/written means while maintaining confidentiality at all times.

2. Maintains program staff performance results by:
 - Training staff in ERSEA and program policies and procedures related to ERSEA.
 - Planning, monitoring, and appraising job results.
 - Supporting in the implementation of staff disciplinary action in accordance with Agency policy and procedures.
 - Ensuring compliance with Agency occupational safety and health standards.
3. Ensures the hire of qualified volunteers/ staff by:
 - Participating in Agency hiring process and procedures.
 - Participating in team interview panels.
4. Advocates for Head Start by:
 - Fostering an understanding of Head Start and HSYC, its mission, vision, goals, and objectives.
 - Representing the program to outside organizations.
 - Regularly communicating with other agencies and advocating for services for families. Participation with Family CORE and the team's requirements as the HSYC representative.
 - Arranging, coordinating, and monitoring contracted services for ERSEA activities with community Self Sufficiency agency.
5. Contributes to team effort by:
 - Being a participant on the HSYC Leadership Team.
 - Demonstrating leadership ability in the areas of planning, organizing, and communicating.
 - Collaborating with the Leadership Team to develop coordinating work plan training sessions for pre-service and in-service training as needed throughout the year.
 - Participate in the decision making and implementation of program goals and objectives.
 - Assisting in the development of training objectives and activities for staff and parents.
 - Completing reports and documents as required
 - Working cooperatively with Head Start staff, parents, and community members/ agencies to complete activities in accordance with the work plans and Federal Performance Standards
 - Interacting with members of the Board of Directors and the Policy Council upon request of the Executive Director. Attend meetings as requested by the Executive Director
 - Completing and submitting monthly reports
 - Attending all required meetings, trainings, seminars, etc.
 - Assisting the Executive Director in planning for appropriate facilities and space.
 - Meeting with Supervisors as required (minimum monthly on a regular basis).
 - Establishing open and positive communication and interaction with all staff.
 - Participating with the Leadership Team in program planning, establishing policies and procedures, budget preparation, grant development, and assistance with preparation of annual federal and state grants.
 - Participating in the development of collaborations and facility development for future expansion of families and/or services.
 - Participating in the coordination of the annual Program Self- Assessment and follow-up

- planning for improvement.
- Openly receiving feedback from members of the Leadership Team and implement plans of action to comply with Head Start Performance Standards and HSYC policies.
6. Maintains professional and technical knowledge and practices by:
- Attending educational workshops, establishing personal networks, attending designated training workshops or seminars, participating in training as part of the HSYC team.
 - Implementing and employing the NAEYC Code of Ethics and Agency-specific ethics and policies.
 - Keeping current on local, state, and federal regulations and accepted best practices applicable to ERSEA service areas.
7. Maintains confidence and protects agency operations by:
- Keeping information confidential.

OTHER RESPONSIBILITIES:

1. Act as a Mentor to Volunteers and parents to support their professional growth.

MINIMUM EDUCATION AND/OR EXPERIENCE:

Master's in Social Work, Human Services or Family Services and 1-2 years experience (preferred) working with low-income and at-risk families in a problem-solving capacity or Bachelor's in Social Work, Human Services or Family Services and 3+ years experience working with low-income and at-risk families or AA in Human Services or Family Services with 5+ years experience working with low-income and at-risk families.

MINIMUM QUALIFICATIONS:

1. Bilingual/ Bi-literate English/Spanish, required.
2. Experience working with staff and families with diverse backgrounds.
3. Experience working with at-risk, rural families is preferred.
4. Ability to determine and prioritize demanding workload while being flexible to emergent/unplanned needs and situations.
5. Ability to handle highly stressful and sensitive situations in a professional manner.
6. Ability to interpret and implement complex policies and regulations.
7. Ability to work independently and maintain professional boundaries and confidentiality.
8. Ability to exercise tact and discretion in all interactions.
9. Strong organization and time management skills, ability to meet tight deadlines.
10. Demonstrate an understanding in ethical practices as listed in the NAEYC Code of Ethics.

11. Must be free of child care-restrictible disease, as defined in OAR 333-019-0010, symptoms of physical illness, as defined in OAR 414-300-0220(1), or mental incapacity that poses a threat to the health or safety of children.
12. Intermediate to advanced computer skills, including internet and e-mail.
13. Demonstrate the ability to use positive guidance techniques (PBIS) with children, families, and co-workers.

COMMUNICATION SKILLS:

1. Able to effectively communicate positively, respectfully, sensitively and confidentially with children, families and co-workers.
2. Ability to read, speak, and write with proficiency in English language.
3. Ability to use various types of equipment to communicate; email, fax, telephone conversations and face-to-face meetings.
4. Represent the organization to the public in a professional manner.
5. Must be able to communicate with peers and the Leadership team to relay important information quickly and effectively regarding children and families.
6. Ability to participate in effective conflict resolution practices.

CERTIFICATE, LICENSES, REGISTRATIONS:

1. Registration and approval to work in a child care facility and continued enrollment with the Criminal History Registry of the Oregon Child Care Division. Consisting of a Federal fingerprint background check, state background check, child abuse/neglect check and sex offender check.
2. Pre-employment physical and employment physicals throughout employment.
3. Self-Health Appraisals throughout employment.
4. Complete the Head Start 101 and Human Resources training.
5. Obtain the Introduction to Child Care Health and Safety Certificate within 30 days of hire.
6. Obtain the Recognizing and Reporting Child Abuse and Neglect Certification within 90 days of hire.
7. Willingness to participate in a minimum of 15 clock hours of professional development, per year.
8. Valid Oregon driver's license & vehicle insurance, as required by state law.

Note: Applicant must be enrolled in the Criminal History Registry and is subject to fingerprinting and criminal records checks as required by ORS 181.537, and child protective services records checks.

PHYSICAL DEMANDS:

The 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.

1. Ability to: lift up to 50 pounds with assistance.
2. Bend; stoop; crawl; run after and with children.
3. Ability to sit for long periods of time.

MENTAL DEMANDS:

1. Mental alertness, able to handle stress and be flexible.
2. Ability to anticipate possible crisis situations and deal with them effectively.
3. Ability to use good judgment with at-risk client populations.

WORK ENVIRONMENT:

The work environment characteristics 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. The work environment characteristics include:

1. Exposure to indoor environments and outside weather conditions.
2. Driving in all conditions (as safe).
3. Work within a team environment.

CONFIDENTIALITY:

This position respects the confidentiality of information about Head Start enrolled children and families, agency staff, personnel issues and other program operations.

I have read this job description. I understand my responsibilities and will fulfill them to the best of my ability.

Signature

Date

The organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.