

ERSEA Specialist

REPORTS TO: Program Manager (EHS) | Family Services Coordinator (PHS) **FLSA STATUS:** Exempt

STATUS: Full-Time, 52 weeks, 40 hours per week

SAFETY SENSITIVE: Yes

Job Summary:

Assist in the planning, develop and implement Enrollment, Recruitment, Selection, Eligibility and Attendance (ERSEA) Content Area. Assist in monitoring, analyzing, and provide feedback concerning Content systems, information and budget items. Develop and implement appropriate training and technical assistance. Establish and maintain effective recordkeeping systems. Participate as a team member and in Community Networking. Conduct self in a professional manner. Develop and manage content contracts, collaborations, and memorandums of understanding as needed.

Essential Functions:

The ERSEA Specialist will ultimately be evaluated on a combination of skills, dispositions and behaviors, some of which are related to the specific service area of this position and others that represent general expectations of all our agency employees.

The ERSEA Specialist responsibilities chiefly fall within the following essential functions, although s/he may perform other tasks and/or duties as assigned. The ERSEA Specialist will demonstrate competency to perform essential functions that include:

1. Assists with planning, development and implementation of ERSEA content areas.
2. Provide workshops, training and/or technical assistance regarding ERSEA topics to staff, families, and community in large and small group settings or individually as needed.
3. Managing eligibility, recruitment, selection, enrollment, and attendance meeting the needs of Head Start/Early Head Start-eligible families.
4. Ensure Sites maintain funded enrollment level and waiting list, assist to fill vacancies as needed at the individual sites and analyze enrollment data to inform the planning process.
5. Analyze causes of absenteeism when average daily attendance falls below 85%.
6. Analyzing community assessment information and facilitate planning efforts to determine design options, recruitment efforts and enrollment guidelines for Head Start.
7. Provide input and solutions to develop and/or revise the agency's ERSEA systems and agency policies and procedures.
8. Evaluate, design and monitor systems to process enrollment applications, including determination of eligibility and selection criteria.
9. Oversee processing applications for accuracy and timeliness.
10. Prepare and distribute timely reports and tracking regarding ERSEA updates.
11. Promote consistent exchange of information in all directions by communicating in a professional manner through verbal/written means while maintaining confidentiality at all times.

Minimum Requirements:

- AA Degree, Education, ECE, Social Work or closely related field from an accredited institution. Bachelors preferred. All education must be from an accredited institution.
- Three years providing Head Start/Early Head Start Enrollment, Application, Recruitment, and Attendance T/TA and consultation services to preschool programs.
- Three years assisting in recruiting, and working with low-income, culturally and linguistically diverse families, and Arizona Department of Health Services Office of Child Care Licensure.
- Advanced computer skills including Excel, PowerPoint, Word, Access, internet, email.
- Arizona's driver's license, proof of insurance, fingerprint card, and Social Security card, and provide a vehicle for program business.
- Health Questionnaire is required at hire and will be updated every 3 years.
- Employee must be able to speak, read, write, and understand English.



Knowledge, Skills, and Abilities:

- Knowledge of Head Start Procedure Standards, Head Start's Parent, Family and Community Engagement Framework and School Readiness Goals.
- Excellent oral and written communication skills required.
- Data processing methods, information storage, Head Start Performance Standards, and information retrieval techniques required.
- Possess the ability to work in an office setting.
- Demonstrate the understanding of DCS reporting system, signs and symptoms of child abuse and neglect.

Physical Requirements:

Able to perform the following physical requirements of the position with or without reasonable accommodation: critical sensory requirements include general vision; specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Hear or listen in the normal range (corrected) and speak and give directions clearly. Able to walk, sit, stand, kneel, crouch, crawl, reach, lift, carry, push, pull or otherwise move objects up to 10 lbs., and occasionally lift and/or move up to 25 pounds.

Working Conditions:

Work is performed in a classroom/office setting where minimal exposure to injury exists. Hours of work will generally be during regular business hours and average at least 40 hrs. per week. There will be work variations in work hours due to employee special projects, deadlines, and other concerns. PGCCS employees have the possibility of exposure to blood or other potentially infectious materials through collateral duty to their routine work assignments, such as rendering first aid if need arises, and seldom exposure to vibration, toxic conditions, odors, dust, mold and poor ventilation.

Acknowledgment:

This job description describes the general nature and level of work performed. The employee may be required to perform other job-related duties. All requirements are subject to change over time. I am fully qualified for this position, and can perform the duties as described. I understand that PGCCS is an Affirmative Action/EEO/At-Will Employer and that PGCCS reserves the right to revise this job description as necessary.

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job and my questions have been answered thoroughly.

Employee Signature

Date