


Position: ELIGIBILITY AND ENROLLMENT SPECIALIST	Effective Date: January 2021
Service Area: Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA)	Revised:
Supervised By: Team Leader, ERSEA	Approval Signature: 
Classification: Specialist III	Status: Full Time, 12-Mos, Not Eligible for Overtime Pay

Position Purpose: In conjunction with ERSEA Team Members, apply professional expertise, monitoring, coaching, training and oversight in the Eligibility, Recruitment, Selection, Enrollment and Attendance service area per Performance Standards in all Head Start, Early Head Start and Pre-K Counts programs, prioritizing low income, eligible children, pregnant women and their families. Develop and implement policies and procedures for the enrollment, selection and attendance of EHS/HS/Pre-K Counts children to ensure that Head Start Program Performance Standards and regulations are met in the provision of services to families.

Qualifications

- BS Degree in Social Service, Human Services or Related Field
- Three (3) years' related experience
- Supervisory Experience

Essential Job Functions: *These functions are performed on a regular basis unless otherwise specified. Employees must be able to perform each of the below functions with or without reasonable accommodation.*

Physical Abilities: The actual physical activities of the position are too numerous to list, but would generally include, and not be limited to, the following:

- The ability to lift at a minimum 30 lbs, occasionally, during employment.
- This position requires frequent standing, walking, climbing stairs, including repetitive bending, stooping, crawling, kneeling, sitting on the floor, multiple times daily.
- Must have ambulatory skills to gain access to private homes.
- Ability to tolerate standard cleaning solutions used in the childcare environment such as chlorine bleach.
- Must be able to work a flexible schedule to accommodate the needs of the families served.
- The ability to use technology and office equipment such as, but not limited to: computer system, telephone, voice mail, email, FAX machine, office copier.

Attributes: Must possess basic knowledge of spelling, grammar, mathematical and communication skills; cognitive abilities including, but not limited to: written comprehension, problem sensitivity, oral comprehension, speech clarity, and speech recognition.

Essential Job Functions Related to Working Conditions:

- Ability to use own vehicle for work related activities when agency vehicles are not available.
- Ability to work in a variety of environments including, but not limited to, offices, kitchens, playgrounds, classrooms, buses, community rooms and home environments of families, all of which may be air conditioned or heated.
- Ability and willingness to travel on a regular basis to, but not limited to, local, state and national destinations. Travel methods may include personal or agency vehicle, airplane or train.

Standard Responsibilities

1. Embody the Mission, Vision, Core Principles and Core Values of Luzerne County Head Start (LCHS) according to the Strategic Plan of the agency.
2. Exemplify an attitude of cooperation and support as a member of the Head Start (HS) team.
3. Reflect a pleasant attitude that represents LCHS in a positive manner within the community at large and maintain a professional attitude to the staff, families and public at all times. Project the same positive manner while attending community activities, training functions, seminars and conferences.
4. Employment will require adherence to the following regulations and standards according to the following: the National Head Start Act (2007), the Head Start Program Performance Standards (HSPPS); LCHS Personnel Policies and Practices Handbook, LCHS Operations Manual, the LCHS Integrated Service Plan and the Pennsylvania State Standard System.
5. Comply with the LCHS Confidentiality Policies assuring that the program, children, families and employee records and information are protected at all times.
6. Adhere to attendance practices in being punctual and dependable on a daily basis.
7. Attend/participate in agency meetings, including, but not limited to: Pre-services, In-services, seminars and other meetings deemed necessary.
8. Serve as a Mandated Reporter of Child Abuse and Neglect as per the HSPPS, ACF Information Memorandum - HS-15-04 and PA Child Protective Services Law and their amendments.
9. Keep updated the employee's own *Professional Development Record* to develop a professional record, plan a career path with LCHS, and create a record of individual professional accomplishments.
10. Adhere to agency practice in data management data collection for timely and accurate processing of agency information that will help LCHS to drive decisions in setting priorities and continuous improvement, ultimately providing more effective services for children and families.
*This includes checking one's own assigned Email on a consistent, regular basis.
11. Perform duties, other than those listed here, consistent with the position and responsibilities which are deemed necessary by the Executive Director in order to achieve the goals of the service area and/or help meet the HSPPS.

Essential Position Responsibilities

Data Management: Collection and Data Entry

1. Adhere to policies and procedures for specific data management in all job responsibilities to perform accurate and timely input/retrieval/monitoring of specific data management systems, including, but not limited to: LCHS email systems, Google Drive/Google Docs, ChildPlus/HS program management software, etc.
2. Complete specific, assigned data entry duties as needed for tracking purposes per the established timeline. Enter necessary information into the data system for the Program Information Report (PIR) at enrollment and end of enrollment and on an on-going basis as services occur.
3. Maintain accurate records as required and meet established time tables for record keeping and reports.

Development/Implementation of ERSEA Services

1. Develop and implement the ERSEA services through monitoring and follow-up recommendations and update as needed. Evaluate the effectiveness of the services toward accomplishing ERSEA goals.
2. Write and implement service area training plans.
3. In conjunction with the ERSEA team members, revise and formulate all forms and determine documentation to maintain compliance.
4. Responsible for implementation of the section (Part 1302) of the HSPPS and other regulations.
5. Review applications and confirm eligibility outlines in the regulation and standards.
6. Design a child recruitment process to actively inform all families within the recruitment area with eligible children of the availability of HS services; take into account demographic information and the needs of families.
7. Establish a formal process for defining selection criteria and selecting children and families that considers age, income and the availability of kindergarten to the child. Work with administrative personnel to ensure that the Policy Council approves/disapproves any changes/revisions. Work with the Information Technology (IT) Department to ensure the computer database is reflective of the changes after approval.

8. In conjunction with the Early Childhood/Disabilities Specialist, ensure that the requirement to enroll not less than ten percent (10%) of children with disabilities is met.
9. Develop a system to inform parents of their child's eligibility status.
11. Ensure the establishment of ranked waiting lists in conjunction with the IT Department.
12. Ensure the systematic selection and enrollment of eligible children regardless of race, sex, creed, color, national origin or disability.
13. Maintain outreach to communicate information about the LCHS program services, to improve community awareness and to obtain referrals for pregnant mothers, children and families.
14. Participate in committee meetings to represent the organization.

Training, Technical Assistance and Monitoring

1. Serve as a resource specialist to LCHS staff and parents.
2. Provide technical assistance to LCHS staff on eligibility, recruitment, selection enrollment and attendance policies and procedures.
3. Facilitate and conduct meetings and training related to ERSEA throughout the year with staff.
4. In conjunction with the IT Department, provide training and technical assistance to appropriate staff to increase understanding of the flow of ERSEA documents as related to computer systems.
5. Monitor the quality of ERSEA services according to HSPPS, regulations and LCHS policies and procedures.
6. Prepare, submit and distribute monitoring reports to the direct service staff and their supervisors. Submit monthly monitoring reports to the Assistant Executive Director.
7. Monitor PIR information and provide statistical information/data, as needed.
8. Review participant files (electronic and physical) for forms and documentation related to ERSEA.
9. Prepare end-of-the month reports related to ERSEA for the purpose of data collection and monitoring.

Statement of Understanding and Agreement:

I (Print Name) _____, have reviewed the foregoing job description and have been given opportunity to ask questions about the terms of the position. I understand that my employment at LCHS is contingent upon my successful performance of the responsibilities outlined herein. I further understand that my employment with LCHS is "At Will".

I agree to follow and comply with this job description and all LCHS policies and procedures.
I acknowledge that I have received a copy of this job description.

Signature: _____ Date: _____