

Enrollment/ERSEA Coordinator

Job Description

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| Department: | Early Head Start/Head Start |
| Reports To: | Enrollment and Family Service Director |
| Salary Range: | \$18.02 to \$19.06 to start (DOE) |
| FLSA Status: | Non-Exempt – 40 hours per week |

Denise Louie Education Center Background

Providing high quality early learning services and family support is critical to the success of our community. Children who do not have access to high quality early learning experiences are 25% more likely to drop out of school, 40% more likely to become a teen parent, 50% more likely to be placed in special education, and 70% more likely to be arrested for a violent crime.

Our children deserve better — and we cannot afford not to solve this problem. Investing in early learning now means we won't be paying nearly so much down the road for "safety net" and correctional services. Beyond budgets, Denise Louie kids deserve a chance at a quality education and opportunity to be successful. Children from low-income families deserve to grow up in the same high-quality learning environments you would choose for your own children. A Rice University study found that a child from a high-income family will experience 30 million more words within the first four years of life than a child from a low-income family. Denise Louie helps close the "opportunity gap" so that kids can enter kindergarten ready to be successful and their families have the tools to support them.

Essential Attributes

- Display excellent communication skills by articulating ideas and opinions in a clear, concise, and persuasive manner to families, children and staff. Is positive, open to receive and provide constructive feedback.
- Demonstrate adaptability by embracing change as an opportunity for improvement, not as a barrier. The coordinator is flexible, open to new working methods and is taking continuous initiatives to adapt to Denise Louie's fast-paced environment.
- Take ownership of assigned and self-identified job responsibilities with minimal oversight showing clear motivation. Takes the initiative to identify and address opportunities for professional development.
- Maintain positive, compassionate and respectful working relationships with families and employees from a diverse cultural background.
- Demonstrate accountability by taking on and meeting commitments even when faced with obstacles and challenges. The individual is reliable, meeting both individual and agency goals on time.
- Display respect by communicating with staff, families and the community with openness, honesty, and sensitivity. Demonstrates the ability to listen to other perspectives and support children on their individual growth plans.
- Demonstrate a passion for the community served, and the mission and values of Denise Louie. The individual will work with heart and dedication to support the families, allowing children to grow and reach their highest potential.
- Proactively seek new opportunities to learn and develop new skill-sets in response to a changing environment. Committed to learn new things and becoming knowledgeable in the field to meet the needs of families and children.

Skills, Competencies, and Experience

- AA degree in Early Childhood or related field. BA preferred.
- Bilingual in English and another language (Spanish, Cantonese, Mandarin, Somali, or Vietnamese) preferred
- Prior experience in providing family support services.
- Prior experience working with children 0-5 years old and their families.
- Valid Washington State Driver's License and daily access to a personal, legally licensed vehicle with proof of current automobile insurance.
- Ability to work flexible schedule, including evenings and weekends as required.
- Excellent skills in excel and data processing proficiencies including MS Word, Publisher, other applications.
- Knowledge of basic office equipment: copy, fax, voicemail, etc.
- Excellent oral and written communication skills.
- Those skills and abilities that meet generally accepted levels of management; including professionalism, monitoring, organization, analysis, and presentation.
- Able to speak before small and large groups: answer questions and give program information.
- Excellent organizational and time management skills.

Physical Demands and Work Environment

While performing the duties of this job, the Family Services/Classroom Aide is regularly required to walk, stand, balance, sit for prolonged periods, speak clearly, and hear. Specific vision abilities required by this job include close vision and ability to adjust focus. The employee is regularly required to use fingers, hands, and arms to manipulate and shuffle documents, use writing instruments, and type on a keyboard. Must be in good general health and demonstrate emotional stability.

Accountabilities

Outreach and Recruitment

With the ERSEA/Program Manager and EHS staff, establish, implement, maintain and evaluate a process for:

- Establishing and maintaining working relationships with community agencies for referrals for potential children and their families.
- Creating an active, ongoing process to inform, recruit, support, and facilitate the DLEC enrollment process for children and their families in our community.
- Establish and implement an efficient process for the application, enrollment, placement, and orientation of children and parents into the program.
- Maintain full program enrollment by maintaining current waiting lists, analyzing attendance, and filling identified enrollment opportunities within 30 days.
- Developing and maintaining policies and procedures for recruitment, application, enrollment, placement, and orientation.
- Developing, implementing, and evaluating a work plan and timeline for the above.

Application, Registration, Placement, Withdrawal

Responsible for managing all applications for eligibility, file monitoring, registration, placement, attendance review, withdrawal procedures, and all corresponding follow-up. This includes:

- Development, printing, revision, and training on EHS/HS ERSEA forms.
- Reviewing all applications for information which needs follow-up and following up on or assigning responsibility for following up on needed information.

- With the Birth to Three Assistant Director, verifying the eligibility of applicants; including income and age eligibility and signing "Eligibility Verification".
- Creating and maintaining a list of over income children/families. Ensuring over income children/families does not exceed 10% of funded enrollment.
- Follow up or assigning responsibility for following up on and closing/completing eligibility files.
- Ensuring applications are initially entered and maintained in a pre-COPA database.
- With the Birth to Three Assistant Director, participate in the placement of children when there are vacancies.
- Monitoring child/family status, ensuring processes for and information concerning withdrawals are followed.
- Withdrawing children/families from the program according to procedures, relaying information to the appropriate staff and filling vacancies as per Head Start Performance Standards.
- Responsible for maintaining all ERSEA information in COPA.
- Responsible for not violating the government regulations directly related to determining, verifying, and documenting eligibility determinations.

Information Collection and Reporting

Collect, input, and report EHS/HS information. This includes:

- Submitting accurate, detailed, timely, and professional reports as identified and requested. Providing report compilation and analysis as well as problem solving and solution based narratives.
- Establish and maintain all necessary documentation
- Develop, maintain, and revise policies, procedures and work plans.
- Assist in the gathering and submitting of information needed to complete the yearly audit and other DLEC/EHS/HS reports

Community Events and Other Tasks

- Be responsible with EHS/HS staff for the organizing, facilitating and participation in any and all special community events to support recruitment.
- Other tasks as assigned by management.