

## KAWERAK POSITION DESCRIPTION

DIVISION:	Children and Family Services
JOB TITLE:	ERSEA Specialist (Eligibility, Recruitment, Selection, Enrollment & Attendance)
POSITION STATUS:	Regular Full Time
EXEMPT STATUS:	Non-exempt
PAY SCALE GRADE:	12-13-14
REPORTS TO:	Early Head Start/Head Start Director

This position is responsible for monitoring eligibility, recruitment selection, enrollment and attendance system implementation according to performance standards and program policies and procedures, as well as maintains a data information management system; to include developing reports to support timely and accurate information for the Early Head Start and Head Start Program.

### **BRIEF SUMMARY OF JOB RESPONSIBILITIES:**

1. Assist with implementing the goals, objectives and performance standards of the Head Start Program.
2. Track all Program Information Report in regards to service area and quarterly data and write required reports.
3. Advocate for services on behalf of children and families at state, regional and local levels.
4. Provide parent education on enrollment process to complete their application.
5. Coordinate the year round recruitment process including updating posted recruiting materials in the local communities; direct recruiting of families through community canvassing, scheduling and conducting continuing enrollment, and informational booths and community outreach.
6. Maintain computerized record keeping system to document delivery of services related to ERSEA using ChildPlus data tracking software.
7. Develop, coordinate and monitor the integrated work plans, policies and procedures to ensure that ERSEA performance standard and federal and state rules and regulations are being followed.
8. Provide training and technical assistance to Head Start and Early Head Start staff on enrollment, recruitment and child file documentation requirements.
9. Participate in team planning with other specialists, site staff, and families to facilitate a seamless system of program delivery.
10. Implement and maintain a monitoring system and develop procedures to determine eligibility of all Early Head Start and Head Start Children and ensure that sites will meet their overall ERSEA service goals and requirements.
11. Participate in the Kawerak Head Start Health and Nutrition Advisory Committee.
12. Follow Head Start Child Abuse and Neglect Policies and Standards of Conduct and Confidentiality Policies and report suspected cases of child abuse/neglect.
13. Other duties as assigned by the Head Start Director.

### **QUALIFICATIONS:**

1. Associate Degree Early Childhood Education (ECE) or responsible work experience in the field may substitute for the degree requirement on a year for year basis. Must be willing to work towards a degree in ECE.

2. Computer, keyboarding and office skills required. Must possess knowledge and skills in Internet usage, Microsoft Office software, Excel, & Word.
3. Ability to work effectively with people from a variety of backgrounds.
4. Familiarity with Head Start Performance Standards preferred.
5. Excellent interpersonal and communication skills, including demonstrated writing ability required.
6. This position is a Covered Position subject to all requirements of the Alaska Barrier Crimes Act AS 47.05.310-47.05.390, 7 AAC 10.900-10.990, and to the Indian Child Protection and Family Violence Prevention Act, 25 USC 3201-3211 (ICPA). A background check clearance is required, including fingerprints, and the employee's name will be submitted to the Background Check Unit of the State of Alaska Department of Health and Social Services and entered into their central registry. Barrier Crimes Act and ICPA requirements apply and must be complied with at all times in order to remain in the position.
7. Must be willing and able to travel.

**Native Preference Per Public Law 93-638**

**Approved (5-1-13)**