



Job Title: Intake & Enrollment Specialist

Location: Hall St Building, 401 Hall St SW, Suite 430

Employment Status: Full Time; Hourly

Salary Classification: Assistant

Summary of Job: Recruit and enroll eligible children into ELNC Early Head Start-Child Care Partnership Program adhering to guidelines as stated by the Office of Head Start

Direct Supervisor:

The ERSEA Assistant reports to the Early Head Start Child Care Partnership Program Director

Direct Staff Supervised:

None.

Other Key Relationships: The ERSEA Assistant will interact and develop relationships with ELNC Staff, partners, parents, community partners, volunteers and other community early childhood program peers.

Essential Job Functions include but not limited to:

- Recruit families according to EHS guidelines
- Enroll families throughout the program year
- Determine eligibility
- Selection of eligible children
- Help families navigate and apply for social programs in which they qualify
- Enroll eligible families into Child Care Subsidy
- Maintain waitlist for all EHS-CCP programs
- Monitor Attendance from Child Plus for anomalies and absences – Report to Family Coach / Director to develop attendance plan
- Data entry – enter all child data into Child Plus, including screening dates and medical information
- Add/drop children to assigned classroom in COR Advantage
- Follow process/procedures for child adds/drops
- Adheres to all policies contained in ELNC's Employee Handbook
- Performs duties as assigned

Essential Competencies Required:

- **Commitment to ELNC Vision and Mission-** The ability to understand, communicate and incorporate the ELNC Vision and Mission into behaviors and attitudes all ELNC staff are expected to exhibit while performing their job responsibilities.
- **Culturally Competent-** The ability to understand, communicate with, and effectively interact with people across cultures.
- **Flexibility/Resilience** – The ability to adjust to and thrive in a complex and changing environment; handles setbacks and failures with professionalism and candor; effectively and appropriately responds in the face of adversity or conflict.
- **Ability to Multi-Task** – The ability to handle multiple tasks and assignments; prioritizes more important tasks while maintaining a good handle on others; reports in a timely manner any barriers to task completion level ample opportunities for supervisor to adjust deadlines.
- **Results-Oriented Thinking and Behavior** – A genuine concern for effectiveness. Possesses the desire to get the job done with excellence; mentally is focused on getting the best results for actions taken; does not settle of mediocrity.

Knowledge's, Skills, And Abilities

- Must have excellent written and verbal communication skills.
- Possess good organizational skills in order to maintain and manage family and child files.
- General proficiency in computers, including Microsoft Office products and database applications, email and Internet.
- Excellent interpersonal skills with demonstrated patience, tact and respect.
- Able to effectively establish priorities and meet deadlines.
- General knowledge of leadership and management skills and techniques.
- Ability to quickly evaluate alternatives to atypical situations and decide on a plan of action.
- Must be able to work well with minimal supervision.

Minimum Required Education and Experience:

- Associates degree (Child Development)

Preferred Education and Experience:

- Position is identified as having regular contact with children in accordance with public law; therefore, a criminal background check must be completed
- Program activities frequently take place in the center/site (permanent and mobile), family homes, and other community locations
- Walking, standing, bending, and carrying of small and light objects

Additional requirements of the position:

- Position is identified as having regular contact with children in accordance with public law; therefore, a criminal background check must be completed
- Program activities frequently take place in the center/site (permanent and mobile), family homes, and other community locations
- Walking, standing, bending, and carrying of small and light objects

Signatures:

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Comment:

Employee: _____ **Date:** _____

Supervisor signature below acknowledges that they have reviewed the job description with the employee.

Comment:

Supervisor: _____ **Date:** _____