

Child Start, Inc. Job Description

The job characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job Title: Enrollment Assistant
Supervisor: ERSEA/Data Systems Manager
Supervises: None
Program: HS/EHS/CCP

Revised: October 2022
FLSA Status: Non-Exempt
Salary: \$23.13

GENERAL SUMMARY:

The Enrollment Assistant is responsible for assisting and supporting the enrollment of children and families into all of the Head Start and Early Head Start program options, along with the State-funded programs. The Enrollment Assistant participates in various outreach and recruitment events, communicates with families regarding all steps of the application and enrollment process, completes enrollment intakes with families and assists to maintain all levels of record keeping requirements of electronic and physical files.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Responsibilities are described in major areas listed below. Additional duties may be assigned.

- Recruitment - Participates in the implementation of the Head Start and Early Head Start recruitment and outreach plan: focusing on low-income target areas in Napa and Solano Counties, including participating and/or leading outreach events and various recruitment efforts for all of Child Start's program options.
- Communication – communicates with families regarding all steps of the application and enrollment process, including contacting families who have expressed interest in services, assisting families through the application and enrollment process, completing eligibility and intake sessions with families, and answering questions about the application and enrollment process.
- Enrollment Process – completes the pre-intake and intake process with prospective families, including but not limited to verifying eligibility, completing a health and developmental history, collecting health requirements, and appropriate releases to exchange information
- Recordkeeping and reporting – Comply with record keeping requirements to ensure all files, both digital and physical files are kept up to date.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

Education and Experience

- An Associate of Arts degree in social services a related field **and** one year of full-time experience working with low income, multi-ethnic families, including tasks that involve recruitment, enrollment or accessing education or social services **OR**
- At least 3 years of experience working with low income, multi-ethnic families accessing social service or educational services for their family.

Other Requirements

- Ability to pass criminal record clearance

- Clear TB test and statement of good health from a doctor are required as a condition of employment
- Ability to provide proof of immunization against measles, pertussis, influenza, COVID-19.
- Willingness to report any suspected child abuse as required by state law.

Other Skills and Abilities

- Ability to develop positive working relationships with other staff, parents, volunteers and community partners
- Must be committed to a high standard of safety and be willing and able to comply with employer safety policies.
- Must maintain regular and acceptable attendance in compliance with agency Attendance policy.
- **Bilingual (Spanish/English) preferred.**
- Must have knowledge of and experience with or the ability to learn:
 - Head Start eligibility requirements and/or federally subsidized early childhood education programs.
 - Effective skills with ability to use computer software applications, e.g. word processing, spreadsheet and data base.
 - Community resources and how to access them.
 - Low income, ethnically and linguistically diverse populations.
 - Americans with Disabilities Act.
- Must have demonstrated ability to:
 - Work independently,
 - Communicate through verbal, non-verbal means accurately, concisely and professionally.
 - Communicate in writing accurately, clearly and professionally.
 - Organize files, both hard copy and computer.
 - Communicate with diverse families from a variety of cultures.
 - Train and delegate activities to other staff.

This job description is not intended to be a complete list of all responsibilities, duties and skills required. Duties and responsibilities and skills may vary depending upon agency needs.