

**GREENE LAMP
JOB DESCRIPTION**

TITLE: ERSEA Specialist

PROGRAM: Head Start & Early Head Start Programs

DEPARTMENT: Family and Community Partnerships and ERSEA Areas

REPORTS TO: Family and Community Partnerships and ERSEA Coordinator

BASIC FUNCTION: The ERSEA Specialist will assist the area coordinator in maintaining an exemplary service area which supports, sustains and models best practices in response to the eligibility, recruitment, selection, enrollment and attendance (ERSEA) mandates for Head Start and Early Head Start Programs.

ESSENTIAL DUTIES AND JOB RESPONSIBILITIES

1. Assist with mentoring Family Services Case Management (Family Services Advocate) staff as it relates to ERSEA area.
2. Assist with the monitoring and assurance of ERSEA practices inclusive of community assessment, self-assessment and other programmatic reporting.
3. Assure upon review all applications meet ERSEA requirements to include an active waiting list.
4. Under the approval and directive of the area coordinator, assures and maintains the fulfillment of slot vacancy and funded enrollment as defined by program standards.
5. Provides support and monitors staff on ERSEA compliance and other assigned projects.
6. Assist with analyzing, tracking, monitoring and reporting data for community needs assessment, self-assessment, Family Services and ERSEA including the PIR and OHS report.
7. Assist with establishing and maintaining collaborative partnerships with various community agencies
8. Assure the development, revision and implementation of the recruitment and ERSEA plans, which are submitted properly and timely to area coordinator.
9. Attend and/or facilitate meetings and trainings, provide updates, technical assistance to staff as directed by supervisor.
10. Adhere to on-going professional development through education, role modeling, mentoring and training.

11. Monitor and assure in ChildPlus the program's funded enrollment and monthly attendance as required by the Office of Head Start.
12. Support and assist program leadership by the engagement, collection and distribution of area information and data i.e. Board of Directors, Policy Council, and Parent Meetings.

OTHER AGENCY REQUIREMENTS

- Working hours at programs operated by the Agency will correspond to the needs of the participants and program.
- This description is not to be taken as a limiting document, as other duties may be assigned as the situation dictates.
- Corporal punishment of children is not allowed. Must report suspicion of child abuse and maltreatment to the local Department of Social Services.
- Establishes and maintains open working relationships with the community, Agency staff, child care agencies, and administrators.
- Understands and follows Greene Lamp Agency *Employee Handbook* including the lines of authority (Chain of Command).
- Understands the Agency and Programs Policies and Procedures, Head Start Performance Standards including Head start Act, Family and Community Engagement Framework and other regulations from Office of Head Start (OHS).
- The filling of this position requires the approval of the Family and Community Partnerships and ERSEA Coordinator Head Start Coordinator and Policy Council.
- Annual Physical and TB test. Criminal Records Check every 3 years.
- Greene Lamp is a smoke-free environment.
- Establishes and maintains open working relationships within the community, Agency staff, and administrators.
- Establishes and maintains a public image that will reflect positively on individuals, the program, and the Agency.
- Performs additional duties as signed by the supervisor.

WORKS CLOSELY WITH:

Family and Community Partnerships and ERSEA Coordinator
Family and Community Partnerships Specialist
Parent Involvement Coordinator
Parent Involvement Specialist
Health and Nutrition Coordinator
Health and Nutrition Specialist
Head Start/Early Head Start Parents

Head Start/Early Head Start Teaching Staff and Childcare Partner Administrators
All Head Start/Early Head Start Content Service Areas
Community Agencies

QUALIFICATIONS:
Knowledge and Skills

- Prefer eligibility for Commercial Driver's License (CDL)
- Ability to read, analyze and interpret periodicals, professional journals, technical procedures, and government regulations in fields relevant to position.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, community resources and regulatory agencies, employers, community groups, families, staff and the general public.
- Aware and sensitive to cultural issues including local community practices.
- Ability to use basic math skills, to compute rate, ratio and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Knowledge of various software programs such as MS Word, Excel, Power-Point, and Publisher.
- Ability to view and integrate the area into the entire vision of the program.

Education

Minimum: Bachelor's Degree (BA) in Social Work or related field.

Training: Minimum of two years related experience and/or training required

Desired: Five years of related experience or training.

Grade Level: Grade VII

Type of position: Non-Exempt

Physical Demands and Working Conditions

Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, an employee is regularly required to sit, use the computer, handwriting, walking, climbing stairs, balance, stoop, kneel, crouch, exposed to weather conditions and infectious diseases including colds and viruses and other environmental hazards such as unsafe housing, unsanitary housing conditions. The employee must regularly lift or move up forty (40) pounds.

Employee Signature/Date

Supervisor Signature/Date