



# ERSEA ASSISTANT

(Eligibility, Recruitment, Selection, Enrollment, Attendance)

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<b>Supervisor:</b>	Compliance Specialist	<b>FLSA Status:</b>	Non-Exempt
<b>Supervises:</b>	NA	<b>Salary:</b>	\$12.87/ hr
<b>Period of Employment:</b>	12 months	<b>Hours:</b>	40 hours/week

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## GENERAL SUMMARY:

Assist the Enrollment and Recruitment Coordinator in recruitment and intake of children as directed. Support all aspects of the program through the input of data, preparation of computer generated reports, tracking child/family services and timelines.

## ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Assist in recruitment and intake process
2. Assist in the preparation, maintenance and dissemination of data base information, program child files, data entry and reports.
3. Reviews computer data for errors, omissions or other entry problems or issues.
4. Uses ChildPlus to assist Head Start and Early Head Start staff in maintaining child waitlist.
5. Maintains filing system through creation of new files, updating existing files and removing obsolete files from filing and retrieval system.
6. Maintains family confidence and protects operations by using confidential, private, and sensitive information within the confines of policy and need-to-know parameters.
7. Helps ensure safe and healthy work environment by following health and safety procedures and directives.

## EQUIPMENT USED

1. Telephone.
2. Networked personal computer.
3. Fax machine, copier and other office machines.
4. Vehicle

## JOB CONDITIONS/ COMPLEXITY

Must be able to drive between sites in a two county area; requires some evening and weekend work; typical office environment. Extended periods of sitting and computer work. Work consists of fairly standard procedures and tasks where basic analytic ability is required. The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

## QUALIFICATIONS

1. Bilingual Spanish speaking and writing skills required
2. High school diploma or general education degree (GED), and one year related experience; or equivalent combination of education and experience.
3. Typing 35-40 words per minute. Good knowledge of personal computer software, preferably MS Office, Word, Excel, and data base and spreadsheet programs.
4. Communicate in writing accurately, clearly and professionally (*both in English and Spanish*).

## 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
- Valid California Driver's License, required insurance and acceptable driving record
- Report any suspected child abuse as required by state law