

PRIVATE INDUSTRY COUNCIL OF WESTMORELAND/FAYETTE, INC.
JOB DESCRIPTION

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POSITION: **ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT & ATTENDANCE [ERSEA] SUPERVISOR**

DIVISION: Early Childhood Development

PURPOSE: Promotes the functions of the Eligibility, Recruitment, Selection, Enrollment & Attendance (ERSEA) in accordance with Head Start (HS) performance standards and Administration for Children and Families (ACF) regulations.

QUALIFICATIONS:

Education: Bachelor's Degree in Social Work, Social Services, Communications, Marketing or related field.

Experience: Two (2) years experience in parent involvement/social service area with one (1) year experience in management level/supervisory position.

Skills, Abilities and Knowledge:

- a. Ability to apply independent judgment
- b. Excellent oral and written communication skills
- c. Ability to achieve goals with little supervision
- d. Ability to maintain confidentiality
- e. Ability to motivate and supervise others
- f. Machine operations could include calculator, telephone, photocopier, computer, fax etc.
- g. Knowledge of Performance Standards, policies and procedures, Head Start Philosophy and program operations
- h. Strong attention to detail
- i. Ability to work effectively as part of a team including soliciting support and assistance from colleagues and staff

REPORTS TO: Parent, Family, and Community Engagement Manager

SUPERVISES: ERSEA Specialist, Family and Community Engagement Support Aides

JOB REQUIREMENTS and ESSENTIAL JOB DUTIES to be performed with or without reasonable accommodations:

Mental Concentration: Frequent concentration intermittently.

Interruptions: Occur constantly.

Physical Effort: Medium physical effort (up to 30 pounds) in predominantly sitting position.

Confidential Information Used: Personnel related information, child's health/mental health information, family economic information, family environment information.

Special Demands: Possible eye strain. Must provide proof of full COVID vaccination before starting.

Special Requirement: Current Act 33 and Act 34 clearance documentation and FBI/DPW clearance documentation at hire. Valid PA driver's license, verification of car insurance coverage, as well as reliable transportation (validated yearly minimum).

Duties may include any or all of the following: This list is intended to be representative.

01. Ensure Head Start Performance Standards and Regulations are being met.
02. Responsible for overseeing the enrollment process, placement of children, and parent contacts as defined in Performance Standards and procedures.
 - screening registrations

- eligibility verifications
 - maintenance of waiting lists
 - re-enrollment process
03. Assist in Monitoring attendance.
- Assist with calculating average daily attendance and follow up with each center Instructor/Supervisor.
 - Assist with following up on irregular attendance/unexcused absences with staff and parents.
04. Provide input into planning programmatic goals.
05. Prepare written reports.
- Compile data on children and their families that are participating in the program, withdrawals and waiting list.
 - Compile statistical data related to program needs and eligibility.
 - Compile enrollment lists for Supervisors, classroom Instructors/Aides, Family Service Workers (FSW), Integrated Service Aides and Home Based Instructors.
06. Serve on Self-Assessment Team.
07. Meet regularly with the PFCE Manager and staff.
- Discuss current CYS situations.
 - Discuss enrollment/recruitment situations.
 - Assist with supporting and monitoring in-kind donations.
 - Assist with parent concerns.
08. Assist in the design/ordering promotional materials as related to recruitment and parent involvement.
09. Responsible for recruitment, enrollment and placement of children in the HS program.
10. Supervises staff by:
- Reviewing and monitoring staff schedules (PTO, etc.).
 - Holding staff meetings with staff in assigned area of supervision.
 - Giving immediate crisis feedback to staff on daily operational dysfunctions.
 - Responding to staff concerns/questions via phone calls, memos, emails, etc.
 - Working with other management members to plan, schedule, develop and implement staff training.
 - Supporting staff in problem solving, day to day concerns, situations, etc.
 - Complete yearly performance appraisals.
 - Reviewing forms submitted by staff and assuring accuracy, as well as necessary follow up.
 - Reviewing children files to assure files are up-to-date and accurate.
 - Approving bi-weekly time sheets and travel vouchers for staff and self.
 - Reviewing, maintaining and tracking staff personal and professional development plans.
11. Provide input on the updating of policies and procedures for ERSEA.
12. Maintain and ensure the confidentiality of children’s files.
13. Responsible for Agency Child Abuse and Neglect procedures and reporting requirements of suspected child abuse and neglect in the event the PFCE Manager is unavailable.
14. Other duties as defined by the Head Start Director and/or assigned supervisor when additional work is necessary to fulfill the obligations of the organization.

CORPORATE EXPECTATIONS:

Every employee of the Private Industry Council of Westmoreland/Fayette, Inc. is an ambassador that influences the public’s impression of our organization. As such, every employee is expected to demonstrate the following attributes: Commitment, Enthusiasm, Flexibility, Positive Attitude, Proactive Approach, and Teamwork. These qualities are important to both individual and corporate success.

PAY GRADE: I

HOURLY WAGE: \$20.88

HOURS PER WEEK: 40
Possible non-traditional