

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

**PAGE 1 OF 2**

**POSITION:** **ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT, ATTENDANCE (ERSEA) SPECIALIST**

**DIVISION:** Early Childhood Development

**PURPOSE:** The Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA) Specialist coordinates and implements all areas of ERSEA and works closely with staff to ensure success of the process. The Specialist will ensure that electronic record keeping system is accurate and current and that data collected can be reported accurately. The Specialist works closely with site supervisors/service area managers to coordinate ERSEA efforts in order to ensure full enrollment in funded slots. Performance outcomes will impact decisions about: placement of children and location of centers and home based service areas, staff resources, and program performance strategies.

**QUALIFICATIONS:**

Education: Bachelors Degree required. Computer information systems degree preferred; will also consider degree in social work field.

Experience: Two (2) years experience with data base management or electronic recordkeeping; prefer experience in social service or grant funded agency providing services to low income families.

Skills, Abilities and Knowledge:

- a. Ability to apply independent judgment
- b. Effective oral and written communication skills; interpersonal skills, public speaking skills
- c. Ability to achieve goals with independence
- d. Ability to maintain and protect confidentiality
- e. Proficient in using computers, word processing spreadsheet programs and data base management; knowledge of information system design (experience with ChildPlus is preferred)
- f. Ability to plan, organize and implement programs; establish and maintain procedures and policies for standards of services
- g. Skills in training, conducting meetings and developing and maintaining public and community relations
- h. Ability to implement multiple tasks within schedule or timeline; meet or exceed performance goals
- i. Ability and interest in relating to multi ethnic low-income children and families
- j. Understanding of the concept and philosophy of Head Start
- k. Maturity of judgment to handle emergency situations and deescalate conflict
- l. Ability to work independently as well as part of a team
- m. Strong organizational skills; detail oriented

**REPORTS TO:** ERSEA Supervisor

**SUPERVISES:** None

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

Mental Concentration: Considerable concentration interspersed with parent and staff interactions.

Interruptions: Occur constantly.

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

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

Special Demands: Moderate travel and extended computer use. Must provide proof of full COVID vaccination before starting.

Special Requirement: Current Act 33, Act 34 and FBI DPW fingerprint clearance documentation at hire. Valid 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. Formulate, develop and maintain effective systems for the recruitment and enrollment of children in Head Start.
02. Work with community organizations and agencies to develop partnerships for referral.
03. Monitor enrollment levels and strategize to overcome potential for deficiencies in order to maintain full enrollment.
04. Support ERSEA Supervisor in training new staff on policies and procedures related to ERSEA.
05. Oversee information systems as related to ERSEA data, child application and enrollment files, recruitment applications, and waiting list files.
06. Assist with coordinating meetings and training schedule for ERSEA activities.
07. Prepare and maintain accurate records, prepare analytical reports, monitor and analyze enrollment and recruiting trends; develop recommendations regarding program options and locations.
08. Track incoming applications.
09. Issue correspondence for waiting list, acceptance enrollment letter to families.
10. Attend meetings and trainings.
11. Establish and maintain efficient and effective record keeping system.
12. Assist with the collection and documentation of in-kind.
13. Track child attendance, authorize transfers, and process withdrawals; enter data regarding new children into database; generate enrollment reports.
14. Assist with community assessment process.
15. Participate with PFCE projects such as: self-assessment, grant application development process, parent handbook, resource directory and other special projects.
16. Plan and implement recruitment including interagency partnerships and develop tools for program use in these areas with FCE Support Aide.
17. Assure appropriate enrollment and recruitment materials are prepared.
18. Ensure that ongoing registration is accessible.
19. Assist with procedures with regard to ERSEA with Policy Council approval to ensure full enrollment program wide.
20. Support staff in the recruitment and enrollment of children daily.
21. Maintain efficient and effective record keeping system and/or checklist for annual ERSEA calendar.
22. Communicate with staff and parents regularly on the phone or in person to prevent or resolve problems.
23. Collaborate with management and field staff on recruitment and placement of children within geographical boundaries.
24. Monitor incoming attendance sheets and sign in/out for accuracy
25. Assist with monitoring and entering initial paperwork
26. Perform other duties as defined by Head Start Director and/or the assigned supervisor when additional work is necessary to fulfill the obligations of the organization.
27. Perform related work as requested.

**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:** F

**HOURLY WAGE:** \$16.44

**HOURS PER WEEK:** 40  
Possible non-traditional