



Orange County Head Start, Inc.

CAREER OPPORTUNITY

EHS ERSEA Specialist

Would you like to make a difference in the lives of Orange County's most vulnerable children?

As a non-profit organization, Orange County Head Start, Inc. (OCHS) serves preschoolers, infants, toddlers, pregnant women and families throughout Orange County, including families on public assistance, children with disabilities, from homeless and foster families, and teen parents. OCHS's programs and services promote school readiness, early reading, science, mathematics, social skills and physical development. Through the additional support of comprehensive services, including health, nutrition, mental health and family partnership building, parents are empowered as leaders and advocates for their children's education, families' success, and betterment of the communities.

Under the direction of the ERSEA Manager, the ERSEA Specialist EHS is responsible for assisting with the accuracy and completeness of all aspects of eligibility, selection and enrollment to ensure compliance with the Head Start Performance Standards, the Head Start Act, OCHS Policies, Plans and Procedures, and any other applicable laws.

Monitor, on an ongoing basis, Eligibility and Center Files as well as the agency's electronic database system for accuracy, consistency and completeness, to ensure that all eligibility documents are in compliance with Federal regulations and OCHS policy and procedures.

Education/Experience: Bachelor's degree in Mathematics, Business Administration, Human Services, Public Administration or related degree required. Equivalent combination of education and experience may be considered. Knowledge of Head Start and Early Head Start ERSEA regulation preferred.

A Minimum of 1 year experience in a state or federal regulatory environment or an environment requiring close attention to detail and accuracy is required. Supervisory experience preferred. Bilingual Spanish preferred.

We offer a salary of \$24.00 an hour, excellent benefits, and the opportunity to serve the most vulnerable children and families in Orange County.

Final filing date Friday, September 13, 2019 by 5:00 p.m.

Apply now to join our team!

Submit an application, resume and transcripts to:

Orange County Head Start Inc.
2501 S. Pullman Street, Suite 100
Santa Ana, CA 92705

For further information and additional career opportunities, please visit the careers section on our website at www.ochsinc.org or call our Human Resources Department at 714-241-8920. Fax 949-596-8291

EOE

ORANGE COUNTY HEAD START, INC.

AN EQUAL OPPORTUNITY EMPLOYER

JOB TITLE: *EHS ERSEA SPECIALIST*

JOB DESCRIPTION

THIS JOB DESCRIPTION INDICATES THE MAJOR DUTIES REQUIRED, BUT DOES NOT INCLUDE ALL THE DUTIES AND QUALIFICATIONS REQUIRED OF AN EMPLOYEE

EXEMPTION STATUS: EXEMPT

JOB PURPOSE SUMMARY

Under the direction of the ERSEA Manager, the Early Head Start (EHS) ERSEA Specialist is responsible for assisting with the accuracy and completeness of all aspects of eligibility, selection and enrollment to ensure compliance with the Head Start Performance Standards, the Head Start Act, OCHS Policies, Plans and Procedures, and any other applicable laws.

ESSENTIAL JOB DUTIES

Monitor, on an ongoing basis, Eligibility and Center Files as well as the agency's electronic database system for accuracy, consistency and completeness, to ensure that all eligibility documents are in compliance with Federal regulations and OCHS policy and procedures.

Develop and maintain effective relationships with the Community Outreach Advocates (COAs), and other ERSEA and Quality Systems staff in supporting ongoing communication and a team environment that helps sustain ongoing compliance with all regulations.

Oversee EHS transition process and meetings for all EHS children.

Generate and analyze reports to perform on-going audits of ERSEA functions.

Maintain thorough knowledge of all current Federal and agency regulations pertaining to ERSEA. Stay abreast of all relevant changes in ERSEA policies and regulations. Clearly articulate the ERSEA regulations, policies and procedures to staff.

Provide ERSEA training and technical assistance to the COAs, ERSEA support staff, and center staff. Act as a resource to provide compliance clarification on ERSEA monitoring findings, issues and concerns.

Assist with developing and/or coordinating supporting materials for the ERSEA unit, including forms, letters, flyers, memos and reports.

Attend community meetings and provide information about the Head Start/EHS programs.

Assist in the preparation of agency plans, policies, and procedures involving ERSEA.

Manage an assigned caseload, as needed, to ensure that the agency maintains full enrollment.

Actively participate in ongoing community recruitment events and collaborations, as needed.

Attend various meetings such as ERSEA planning meetings and community meetings. Manage a flexible work schedule that includes coordinating, attending, and preparing for meetings and/or events in the evenings and weekends.

Perform additional assignments and duties as assigned by the ERSEA Manager, including special projects, and keep him/her informed on all ERSEA related issues.

NON-ESSENTIAL JOB DUTIES

Perform similar and duties as required.

JOB QUALIFICATIONS

Education: Bachelor's degree in Mathematics, Business Administration, Human Services, Public Administration or related degree required. Equivalent combination of education and experience may be considered.

Experience: Minimum of one year experience in a state or federal regulatory environment or an environment requiring close attention to detail and accuracy. Supervisory experience preferred.

Knowledge: Working knowledge of Head Start Performance Standards and other applicable laws related to ERSEA.

Language Skills: Strong oral, written, and presentation communication skills. Bilingual Spanish preferred.

Math Skills: Strong math skills required, including whole number, percentage and fraction operations, and basic algebra.

Other Skills: Detail-oriented; strong computer skills including ability to use word processing and spreadsheet software packages, and e-mail; strong analytical skills.

Reasoning Abilities: Must possess demonstrated problem-solving ability.

Other Abilities: Ability to work in a team oriented environment; build collaborative work relationships and work effectively with others. Successfully comply with the provisions of Senate Bill 933 and Orange County Head Start's requirements relative to fingerprinting and criminal background checks.

Other Requirements: Must have a valid California Driver License and proof of insurance. Must be able to drive to and from different centers, meeting and/or training venues. Must be able to work a flexible work schedule that may include coordinating, preparing for, and attending meetings and/or events in the evenings and weekends.

REPORTING RELATIONSHIPS

Reports to the ERSEA Manager.

MAJOR BUSINESS/PROFESSIONAL CONTACTS

Frequent contact with ERSEA and Quality Systems staff. Periodic contact with OCHS families and community agencies.

WORKING AND ENVIRONMENTAL CONDITIONS

Typically functions in an office environment. Typically functions in an office environment; but requires periodic travel to various centers and community agencies; sitting for prolonged periods of time at meetings; frequent use of computer.

PHYSICAL DEMANDS

Typically requires sitting and standing for extended periods of time. May require sitting for periods of time in front of a CRT. Must be able to physically go door to door in the community for recruitment purposes.

PRINT NAME _____ DATE: _____

SIGNATURE _____