

JOB SPECIFICATIONS

JOB TITLE:	Eligibility, Recruitment, Selection, Enrollment and Attendance/Quality Assurance Manager (ERSEA/QA)
REPORTS TO:	OCYF Director
SUPERVISES:	None
SALARY RANGE:	\$41,600.00 - \$52,000.00 annually

SUMMARY OF JOB: The ERSEA/Quality Assurance Manager (ERSEA/QA Manager) ensures that the agency complies with all applicable performance standards. He/she ensures data quality,

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Plans, develop and administer the ERSEA across all sites ensuring an integrated and comprehensive system compliant with HS performance standards
- Analyze community assessment data and facilitate planning to determine outreach and recruitment activities
- Develop ERSEA and recruitment plan for the agency
- Review all applications, verifying eligibility consistent with Head Start standards
- Monitor systems to process enrollment applications, including determining eligibility and selection criteria.
- Prepare and distribute monthly reports to OCYF Director and leadership staff on attendance, enrollment, meal counts, disability enrollment, etc
- Link families to the appropriate child development resources.
- Ensure applications are completed accurately and timely
- Monitor data entry ensuring all data related to enrollment and intake are entered accurately and timely
- Ensure staff are knowledgeable of latest ERSEA updates
- Collaborate with Center Managers, Content Specialists and Family Advocates to ensure data fidelity
- Monitor data to ensure full enrollment, disability allocation and daily attendance meets Head Start standards
- Complete and submit annual PIR report
- Submit data to administration for the agency's annual report
- Deliver or facilitate training for staff on data quality
- Participate in staff meetings
- Perform other duties as assigned

REQUIRED SKILLS AND ABILITIES:

- Ability to learn and implement Head Start Performance Standards and state and local licensing requirements
- Ability to communicate and work with diverse families and professionals.
- Ability and willingness to work in a program located in a high-risk, low-income community.
- Proven ability to function as a leader, as well as a team member.
- Ability to exercise discretion in handling confidential information and materials. Ability to communicate and respond in a manner that consistently demonstrates respect and concern.
- Must have excellent organizational skills and proven ability to work within prescribed timelines.
- Experience working on Interdisciplinary Teams
- Experience monitoring record keeping and reporting
- Good oral and written communication skills
- Must have reliable transportation and be willing and able to travel to partner sites.
- Advanced knowledge of computer applications, word-processing software in a Windows environment and ability to learn and master other computer technology /software as needed.

EDUCATIONAL AND WORK EXPERIENCE REQUIREMENTS:

Bachelor's degree. Two years of experience in data collection, data analysis and information processing OR High School Diploma with 5 year experience in data collection, information processing and data analysis.

Criminal background clearance and a physical examination and TB test are required as condition of initial employment and continued employment. Current driver's license, car, and liability insurance required.

Revised 06-04-2015