

ECONOMIC SECURITY CORPORATON

Job Description

Job Title: Recruitment & Attendance Specialist
Division: Head Start/Early Head Start
Reports To: Enrollment Coordinator
FLSA Status: Non- Exempt
Revision Date: March 23, 2021
Job Classification: Grade 4

SUMMARY

The Recruitment & Attendance Specialist will support the services of eligibility, recruitment, selection, enrollment, and attendance for both the Early Head Start and Head Start program. The R&A Specialist will help to ensure all staff who recruit and enroll prenatal women and children receive the support and assistance needed to provide high quality services.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Assists in the recruitment efforts of both the Head Start and Early Head Start program by developing brochures, flyers, and other resource materials.
2. Assists in the implementation of recruitment strategies including preparation of news releases, contact with the news media and public.
3. Assists in providing training and technical assistance to program staff in the area of eligibility, recruitment, selection, enrollment and attendance, upon direction from the Enrollment Coordinator.
4. Maintains the programs' waiting lists and ensures eligibility requirements are met for selection of new participants.
5. Assesses each classroom and home-based site attendance on a monthly basis. Provides reports to the Enrollment Coordinator to help direct staff in the completion of tracking chronic absenteeism.
6. Utilizes the computerized child-tracking system effectively monitoring the provision of data entry.
7. Reviews data and submits reports and recommendations to the Enrollment Coordinator.
8. Responsible for ordering office supplies for the central office staff and ensuring office equipment under contract remains in good working order.
9. Assists Program Assistants to ensure program applications are entered timely and correctly.
10. Assists Program Assistants with entering in-kind as needed to ensure completion of monthly reports.

SUPERVISORY RESPONSIBILITIES

There are no supervisory responsibilities with this position.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION REQUIREMENT

High School Diploma or GED. Two-years' experience in accounting, business, and/or data processing.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups or managers, clients, customers, and the public. Ability to speak Spanish is a plus.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

COMPUTER SKILLS

Intermediate personal computer skills, including electronic mail, routine database activity, word processing, spreadsheets, graphics, etc.

PLANNING/ORGANIZATION

Ability to handle multiple projects simultaneously.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have valid driver's license, reliable transportation, and meet Missouri automobile liability minimum requirements.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The

employee is frequently required to stand and walk. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl or taste or smell. The employee is required to do light physical activity performing non-strenuous daily activities of an administrative nature. The employee must be able to perform manual dexterity sufficient to reach/handle items and work with the fingers. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The working conditions are well-lighted and/or air-conditioned indoor office setting with adequate ventilation. The noise level in the work environment is usually moderate.

Employee Signature

Date

Employee Name