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| **Eligibility Coordinator Job Description** | | | |
| **Job Title:** | Eligibility Coordinator | **Location:** | Central Office |
| **Department:** | Head Start | **Reports To:** | Family Services Manager |
| **Division:** | Central Office | **Pay Grade:** |  |
| **FLSA Status:** | Non-Exempt |  |  |

**SUMMARY**

In conjunction with the North Idaho College Head Start mission, Five-Year Goals and in compliance with all local, state and federal regulations, the Eligibility Coordinator is responsible for the eligibility and recruitment of eligible children and families into the program.

# Position Description

This list includes, but is not limited to the following:

* Maintain a positive, helpful, constructive attitude and work relationship with supervisor, staff, families and the community.
* Ensure accurate entry and completion of Head Start Applications.
* Ensure compliance with all grant requirements and regulations to verify eligibility for enrolled participants.
* Support the Family Services Manager and Supervisors in prioritizing recruitment efforts for populations identified in the Community Assessment, and participate in annual recruitment activities and their implementation for families/ children to include direct mailings, community outreach and local advertising.
* Assist in ensuring recruitment related program materials are useful, updated annually, and support program goals.
* Serve and participate in committees, both internal and external, including but not limited to, planning and/or operations committees and task forces as directed by the program Director.
* Participate in professional development opportunities to ensure up-to-date quality services to children and families.
* Plan work time to meet the program operations schedule, knowing that flexibility is required to meet the unique needs of the Head Start program and its participants.
* Travel as needed throughout North Idaho College Head Start service area.
* Perform other duties as assigned by supervisor.

**REQUIRED MINIMUM QUALIFICATIONS**

The requirements listed below are representative of the minimum qualifications necessary for an individual to satisfactorily perform each essential duty and be successful in the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties.

**Education**

**Level I:** Associates degree in Social Services, or closely related field, and 2 years professional experience.

**Level II:** Bachelors degree in Social Services, or closely related field, and 2 years professional experience.

**Experience**

One year experience working in social services and with data and electronic database systems, with preference given to Head Start experience.

# Knowledge, Skills and Abilities

* Strong interpersonal skills and the ability to work with people from diverse ethnic, cultural and linguistic backgrounds.
* Proficient knowledge of computers and commonly used software for internet and e-mail access, word processing and data collection and management.
* Positive approach to Early Childhood Development programs, health and social services.
* Demonstrated ability to interpret and comply with complex State and Federal statutes and regulations.
* Demonstrated written, oral, and organizational skills.
* Demonstrate professional ethics and confidentiality.
* Represent the Head Start program in the community and with other professionals, positively and with professionalism.

**Licenses, Registrations and Certification**

* Meet all training and certification requirements for childcare licensing and Head Start Program Performance Standards.
* Meet terms of Statement of Agreement/Employment Declaration.
* Pass an enhanced criminal background check including fingerprinting, as required by Head Start Program Performance Standards and Child Care Licensing requirements, prior to first day of work.

# Work Environment

Work in a variety of environments including shared office space and classrooms, as well as community buildings.

**Physical Demands**

The physical demands & work environment described here are representative of those that must be met or are encountered by an employee in the normal course of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical requirements and environment are typical of those in a general office setting. This job involves regular sitting, standing, walking, typing, moving, lifting objects up to 10 pounds and exposure to office lighting. A wide variety of standard office equipment is continually used, including phone, copier, printer and computer. Able to get in and out of a car and navigate entrance and exit of centers, public buildings, and/or families’ homes.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have read this job description and understand its contents.

*(print your name here)*

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Employee’s Signature Date