

JOB TITLE: ERSEA Coordinator
DEPARTMENT: HS/EHS/EHS-CCP/EHS-Expansion
HS/EHS
SUPERVISES: Senior Family Advocates and Family Advocates

LOCATION: Orange County, Florida
OFFICE:

GENERAL DESCRIPTION: The Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) Coordinator guides the ERSEA portion of the 4C HS/EHS Fiscal Integrity/ERSEA process. This position assists in the guidance of the program's practices for verifying the eligibility status of children, families, and pregnant women receiving the program's services. The Coordinator ensures the appropriate enrollment of children into the program. The ERSEA Coordinator is also responsible for monitoring children's attendance and offering families support as needed in instances in which attendance is an issue.

ESSENTIAL JOB FUNCTIONS:

- Provides direct supervision for all Family Advocates.
- Maintains paper and electronic records of all children served by the program.
- Understand, interpret and explain federal, state, and local child care eligibility criteria, policies, and procedures.
- Determine family's eligibility for child HS/EHS using contract requirements.
- Process applications on a timely basis and assign priority points according to approved priority guidelines; verify that applications are complete and follow-up on incomplete applications.
- Assist in maintaining a complete and accurate enrollment database using ChildPlus.net including maintaining an updated and accurate waiting list.
- Create and maintain application folders for each applicant by ensuring that all relevant documents (including copies of all correspondence) are correctly and immediately included in the file.
- Assists in creating and developing recruitment plans with applicable staff and Participates in health fairs, meetings, and other community and school-based recruitment events.
- Maintain information for all applications and keeps the waitlist up-to-date for all programs.
- Responsible for the archiving of all files when the child leaves the program or has voluntarily withdrawn.
- Works to maintain the program's attendance requirement of 85% or above and maintains full enrollment.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of child development and Active Supervision of children. Effective organizational skills, knowledge of office procedures. Ability to meet deadlines and reporting requirements. Ability to operate a computer and phone. Ability to work and communicate with people from various multi-cultural backgrounds and socio-economic levels.

EDUCATION AND EXPERIENCE:

Bachelor's degree in Social Work, Psychology, or closely related field.

Experience in social work, case management, or social welfare.

Two (2) years of supervisory experience.

4C promotes an equal employment opportunity workplace that includes reasonable accommodation of otherwise qualified disabled applicants and employees.

Salary: \$49,948.48 Annually
Apply using company website: www.4cflorida.org

Pay Grade: 12

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