Job Description – Eligibility, Enrollment, Intake & Attendance Coordinator

Reports to: Deputy Director of Programming
Supervises: None
Exempt Status: Exempt
Work Schedule: Full-Time
Approved on: June 10, 2019

Bright Beginnings, Inc. is a non-profit organization that operates early childhood and family learning centers for families experiencing homelessness. Our mission is to meet the needs of children and families living in homeless environments by: providing children with a safe, nurturing educational environment; preparing children to enter kindergarten ready to learn; and supporting homeless parents to stabilize their home lives and become self-sufficient.

Summary: The Eligibility, Enrollment, Intake & Attendance (EEIA) Coordinator is responsible for the full implementation of outreach and recruitment strategies for Bright Beginnings; conduct intensive outreach to identify and recruit homeless children and families (to include homeless pregnant women, children with disabilities and children of homeless veterans) who reside in homeless shelters, transitional living programs, and/or families who are registered as homeless in the District of Columbia. The EEA Specialist is responsible for ensuring full compliance with all Head Start Performance Standards and OSSE Regulations regarding recruitment, admission, enrollment, and intake requirements.

Essential Duties:
1. Work with the Family Recruitment and Outreach Specialist, Education Director, Family Services Manager, Home-Based Services Manager, and Deputy Director of Programming to develop the annual recruitment plan by emphasizing the program’s specialization in serving homeless children and families (to include homeless pregnant women, children with disabilities and homeless veteran families).
2. Participate in community meetings, fairs and/or events to enroll children and families, which can include evening and/or weekend events or meetings.
3. Schedule and conduct pre-admission interviews with potential families to verify and complete: age, income, proof of residency from a qualified homeless program, categorical eligibility, and family circumstances.
4. Complete all enrollment documentation of selected families to include (but not limited to): enrollment packet; enrollment register; health assessment; nutritional assessment; travel activity authorization form; program participation agreement; medical authorization forms; USDA documentation; consent to release information. All enrollment information shall be entered in ChildPlus.Net.
5. Analyze source documentation to verify accuracy of information provided to determine qualification, and signs Head Start Eligibility Verification Form that all documents have been reviewed and accurate.
6. Determine eligibility and enroll families in the childcare subsidy program and verify supporting documentation.
7. Monitor and track child attendance to ensure ongoing and continuing eligibility for Head Start and Early Head Start services, and childcare subsidy.
8. Coordinate with Family Services Manager and Home-Based Services Manager to provide child attendance interventions and supports to ensure ongoing and continuing eligibility of families for Head Start and Early Head Start services, and childcare subsidies.
9. Complete and submit required monthly reports through HMIS, HSES, ChildPlus.Net, and OSSE including but not limited to the end of month reports (EOM).
10. Maintain confidentiality of information at all times.
11. Attend all required individual and team supervision sessions/meetings.
12. Participate in all required professional development opportunities.
13. Other duties as assigned.
Qualifications:
1. Mission and culture alignment;
2. Baccalaureate degree preferred in social work, family services, psychology or other related field;
3. Two or more years of case management experience required (preferably with veterans and/or the homeless population);
4. Bilingual in Spanish or Amharic (speaking and writing) preferred, but not required;
5. The ability to problem-solve and work with families and children of various cultures and low-income backgrounds;
6. Active driver’s license or ability to travel via public transportation to enact recruitment efforts;
7. Track record of establishing effective working relationships with colleagues at all levels across teams;
8. Must have the ability to maintain a cooperative, diplomatic working relationship with co-workers, supervisors, families and the community;
9. Must demonstrate flexibility in work settings, maturity of judgment and ability to work collegially;
10. Must maintain training and professional development credits current;
11. Strong public speaking and written communication skills with excellent attention to detail, organizing data, producing reports and meeting deadlines;
12. Thorough understanding and working knowledge of client confidentiality;
13. Strong computer skills with proficiency in Windows-based programs, such as the Microsoft Office Suite.
14. Must have DC local and Federal criminal record clearance, Child Protective Register check status and substance abuse testing; and
15. Documentation of Tuberculin-free condition and health screening on an annual basis.

Physical Demands:
- Be able to lift 25-30 lbs.
- Be able to walk, squat/kneel, sit on floor, see, hear and speak.
- Be able to raise objects from a lower to higher location or moving objects horizontally from one location to another.
- Be able to sit for extended periods of time in front of a computer.

Employee Acknowledgment:
The job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive, and the job may require other essential and/or non-essential functions, duties or responsibilities not listed herein. Management, at its sole discretion, reserves the right to change, alter, and/or otherwise modify this job description at any time. Nothing in this job description is intended to create a contract of employment of any type or kind. Employment at Bright Beginnings is strictly on an at-will basis.