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COMMUNITY SERVICE PROGRAMS OF WEST ALABAMA, INC.

ADMINISTRATIVE OFFICE

601 BLACK BEARS WAY, TUSCALOOSA, ALABAMA 35401-4807

TELEPHONE (205) 752-5429

TOLL FREE (855) 211-0950

FACSIMILE (205) 758-7229

Cynthia W. Burton

Executive Director

June 9, 2022

JOB ANNOUNCEMENT

Job Title: Eligibility, Recruitment, Selection, Enrollment, Attendance Coordinator

Location: Tuscaloosa

Employment Classification: Regular Full-Time, Exempt, Non-Safety-Sensitive

Summary of the Position: See Attached Job Description

Qualifications of the Position: See Attached Job Description

Duties and Responsibilities: See Attached Job Description

Salary and Application Procedures: Competitive Based Upon Education and Experience. Current employees may apply by submitting a letter of interest along with and updated employment application. Other interested applicants may apply by completing an employment application obtained from the website at www.cspwal.com or contacting the Human Resources department of CSP at (205) 469-1015, to request an application.

Deadline: Thursday, June 23, 2022 by 5:00 p.m.

Community Service Programs of West Alabama, Inc. is an equal opportunity employer that does not discriminate on the basis of race, religion, gender, handicap status, age, genetic information, or national origin. CSP maintains a Drug Free Workplace Policy and the applicant is subject to pre-employment and random alcohol and drug testing. CSP operates a licensed children facility and applicants will be subject to criminal history background checks. CSP is an E-Verify Employer. **EOE AA M/F/Vet/Disability.** All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, disability or national origin.

Community Service Programs of West Alabama, Inc.

Job Description

Job Title: Eligibility, Recruitment, Selection, Enrollment, Attendance Coordinator

Division/Department: Head Start/Early Head Start

Reports To: Head Start/Early Head Start Director

Exemption Status: Regular Full-Time, Exempt, Non-Safety-Sensitive

Salary: Competitive Based Upon Education and Experience

Summary of Position

The ERSEA Coordinator directs implementation and administration of activities related to eligibility, recruitment, selection, enrollment and attendance of Head Start/Early Head Start children, assuring compliance with the Head Start Performance Standards and CNP requirements.

Essential Duties and Responsibilities

- Plan and implement procedures related to eligibility, recruitment, selection, enrollment and attendance of Head Start/Early Head Start children, including those with special needs.
- Implement a confidential record-keeping system.
- Utilize information gathered from Self-Assessment and Community Assessment to review and update selection criteria.
- Plan and implement procedures related to timely enrollment of children.
- Monitor enrollment, attendance, and meal counts of children daily.
- Collaborate with Center Managers and Family Services Advocates to address any concerns.
- Assure the submission of accurate monthly reports on enrollment, attendance and meals.
- Implement procedures to consistently maintain funded enrollment and attendance goals.
- Systematically audit income calculations and verification of enrollment applications.
- Provide annual training for Policy Council, Board of Directors, and staff regarding ERSEA requirements.
- Recruit volunteers and in-kind services.
- Follow orally communicated directions and instructions regarding work assignments and procedures.
- Follow safety guidelines and maintain a safe working environment.
- Comply with all Head Start, DHR and Agency guidelines, policies and procedures.
- Actively contribute to a positive work environment.
 - Maintain fair and consistent practices
 - Use a positive tone when speaking to others
 - Maintain a positive morale
 - Offer support
 - Provide information updates or changes
 - Communicate regularly
- Additional duties and responsibilities may be assigned by supervisor.

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 and Experience**
 - Possession of a Bachelor degree in Social Work, Sociology, Family and Human Development or a related field.
 - Three years' experience in social work in comparable programs, working with poverty families is required.
 - Experience implementing basic concepts of education, planning, and the delivery of social services is desired.
 - Must meet all suitability criteria for employment and/or certification/licensure, including the Alabama Child Protection Act of 1999 and Act No. 2002-457.
 - Work leadership experience
- **Certificates, Licenses, Registrations**
 - Valid Alabama driver's license.
 - Serviceable automobile with liability insurance.
- **Language Skills**
 - Ability to develop and conduct comprehensive training workshops.
 - Ability to communicate to diverse populations.
 - Ability to communicate verbally and in writing.
 - Ability to effectively present information to children and families.
 - Ability to communicate in large and small group settings.
- **Mathematical Skills:**
 - Ability to compute basic math such as addition, subtraction, multiplication and division, using whole numbers, fractions and percentages.
- **Reasoning Ability:**
 - Ability to define problems and draw valid conclusions.
 - Ability to process information for conflict management and resolution.
- **Other Skills and Abilities:**
 - Ability to develop effective working relationships with staff, children and families.
 - Ability to communicate clearly and concisely to staff, children and families.
 - Ability to work with members of diverse populations.
 - Capable of handling multiple tasks with time constraints.
 - Ability to meet deadlines and follow through consistently.
 - Ability to develop solid working knowledge of program database and reporting programs.
 - Solid working knowledge of current productivity software.

Physical Demands

The physical demands listed 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 duties and responsibilities previously mentioned.

While performing the duties of this job, the employee is routinely required to drive, talk and hear. The employee is regularly required to stand and walk. Specific vision abilities required by this job include the ability to adjust and focus. Extensive writing is required. The employee is expected to travel and attend frequent council meetings, state meetings, and regional activities as needed.

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 to perform the essential functions.

The noise level is acceptable in the work environment. Work is performed indoors and outdoors.

The information contained in the job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The supervisor may assign additional duties.

Approved by PC: April 20, 2022

Approved by BOD: May 19, 2022