

**Partnership for Children of Sampson County
Employee Job Description**

Position: EHS ERSEA and Data Entry Specialist
Non Exempt
Immediate Supervisor: Home-Based Services Manager

Job Description: Under direct supervision of the Home Based Services Manager, the candidate for this position will be responsible for ensuring compliance for Eligibility, Recruitment, Selection, Enrollment and Attendance activities of the EHS Home Based Program while meeting the Head Start Performance Standards as well as other applicable federal, state, and local regulations. This candidate will be responsible for the processes of recruitment, enrollment, and eligibility determination as defined by SCPFC Early Head Start policies and state and federal guidelines. In addition, this individual will have the skills necessary to perform data entry related to family applications, health services and PIR data. This person will be responsible for the compilation of the program PIR report; will also be involved with the annual self-assessment and community assessment processes. In addition, this position will assist the HBS Manager regarding the Child Plus monitoring activities to ensure that the service areas are meeting program and federal standards. Must be able to maintain efficient and appropriate documentation /record-keeping and provide accurate reports. May be required to drive a bus, fleet as needed.

General Qualifications:

- Must have a valid North Carolina License
- Must be able to pass criminal records check, particularly for all forms of abuse
- Must be able to pass initial and periodic Tb Skin Test or screening
- Must be able to pass initial and periodic physical examinations
- Must be able to pass drug/alcohol screening
- Must be able to follow Agency Standards of Conduct
- Must be dedicated to Agency philosophy, goals, and mission
- Must be able to learn and abide by all federal, state, and local laws/regulations governing the program
- Must be able to adhere to the Agency’s confidentiality policy
- Must be able to physically and mentally perform all position requirements including walking, stooping, bending, lifting up to 50 pounds, sitting for extended periods of time, looking at a computer screen and/or entering data for extended periods of time

Specific Qualifications:

- At least three to five years of relevant experience is preferred
- A Bachelor's Degree in Business, Early Childhood Education or a related field is preferred; an Associate's Degree in Business, Early Childhood Education or a related field is required
- Fluency in English and Spanish, oral and written
- Excellent computer skills, including web-based software programs (data entry, monitoring of data, generating reports); Child Plus experience preferred
- Excellent organizational skills and ability to multi-task
- Ability to work independently, without constant supervision or direction
- Ability to monitor compliance with EHS requirements
- Ability to demonstrate excellent teamwork within the organization
- Ability to exemplify respect for co-workers and authority
- Working knowledge of early child development domains
- Ability to promote a professional relationship with community providers and partners
- Ability to promote teamwork among employees
- Ability to maintain confidentiality and exercise tact and discretion in answering questions and releasing information
- Ability to attend work consistently and punctually; arrive to meetings prepared and on-time; meet commitments and deadlines

Responsibilities:

Specific to EHS funding:

- Assist with the tracking and monitoring of ERSEA to ensure compliance with HS Performance Standards
- Responsible for the process of recruitment, enrollment, eligibility determination as defined by the SCPFC EHS policies and procedures and Federal guidelines
- Assist with community outreach, network and collaboration activities that may occur in the evenings or weekends
- Write and submit reports for computer data; assist with Program Information Report (PIR), record keeping, documentation and computer input
- Conduct data entry of family applications, enrollment, health events, PIR report
- Complete and submit reports as required in an accurate and timely manner

Specific to EHS planning and monitoring services:

- Generate accurate and timely reports on an on-going basis
- Responsible to monitor the eligibility and enrollment levels to maintain full enrollment
- Assist in the daily monitoring activities to maintain program accountability within the Child Plus database
- Communicate concerns and deficiencies to the department manager within the Child Plus database
- Assist in the coordination of all transitions for new children to each home visitor to ensure that the home visitor, child and family communicate with one another
- Assure that home visitors have full caseloads by monitoring drops and terminations.
- Provide home visitors with new children by updating Child Plus entries at all times
- Monitor and follow up on daily home visit attendance, documenting efforts made to secure services when needed
- Will assist with family community partnerships as needed

Specific to training needs of staff and agency:

- Participate in on-going in-service and educational development trainings provided by the Agency
- Attend trainings and/or meetings that may be overnight, as needed
- Demonstrate respect and support of cultural differences of children and families
- Responsible to seek knowledge and skills to enhance job performance expertise and readily share information and skills with others

Additional:

- Be a positive reflection of the Program in the community
- Collaborate with staff, managers, coordinators and supervisors of all program areas
- Responsible to model appropriate behavior, demonstrating a positive, professional attitude
- Responsible to model professionalism in appropriate attire and appearance
- Demonstrate responsibility and accountability in supporting Agency goals/mission, reflecting professionalism
- Exhibit a positive approach to assigned tasks and perform other duties as needed
- Exhibit a positive approach to communication with managers and other employees
- Exhibit a positive approach to agency policies, procedures and decisions
- Maintain open communication with the Home-Based Services Manager and submit reports when needed in all service areas pertinent to Home-Based services
- Submit other reports as needed to meet agency business requirements
- Assist in planning, and attend Home-Based staff meetings
- Assist with meetings as needed
- Perform other duties as assigned by the Executive Director or a designee

Job Performance Appraisal:

A written appraisal of job performance will be completed at least one (1) time per program year by the immediate supervisor and presented verbally. The appraisal will include pertinent information from other program service areas as applicable, as well as a self-appraisal. Identified strengths, areas needing improvement, individual professional goals, and program assessments will be used to form an individual Professional Development Plan.

Employee: _____

Date: _____