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| POSITION TITLE | Admissions and Enrollment Specialist |
| DEPARTMENT | Early Head Start |
| LOCATION | Takoma Park, Maryland |
| SUPERVISOR | Family Services Supervisor |

PRIMARY PURPOSES OF JOB

Work with other program staff in implementing a recruitment process to inform families of the availability of services, assist them with enrollment procedures, and follow-up on absenteeism with Early Head Start children. Responsible for attaining and maintaining full attendance in the Early Head Start children in addition to tracking full enrollment of the program. Coordinate enrollment for children receiving multiple funding and work with other staff to address related compliance issues. Support family support workers in the ongoing recruitment of children. This function will be carried out in keeping with the Goals and Mission of the Agency.

ESSENTIAL DUTIES

- Implement and maintain ERSEA procedures to ensure that the Agency is enrolling eligible children, including homeless children and children with special needs, and ensure that all children are all enrolled according to the program's selection criteria.
- Coordinate enrollment for children receiving multiple funding and work with other staff to address related compliance issues.
- Support family support workers in the ongoing recruitment of children.
- Implement and maintain a reporting system which includes monitoring attendance, the follow-up on absences, and the replacement of children.
- Collect and input data on new enrollments, re-enrollments, terminations, and transfers of Early Head Start children.
- Track, monitor, and analyze attendance and enrollment to attain and maintain full enrollment of the Early Head Start program and implement and monitor corrective actions to address low enrollment and attendance.
- Prepare ERSEA reports that summarize program enrollment and attendance for dissemination to management staff, Policy Council and Board of Directors.
- Ensure that ERSEA reporting deadlines are met to avoid financial penalties and other program sanctions by funding and government agencies.
- Train staff and parents in regards to federal and state guidelines and regulations as related to the ERSEA Plan.
- Participate in multi-disciplinary team meetings regarding children and families as necessary.
- Contribute statistical information to the development of the community-wide strategic planning and needs assessment.
- Attend all required in-service training, and orientations, workshops, webinars, etc.
- Follow CentroNia's personnel and other policies, applicable State and Federal regulations and standards and the CentroNia and Early Head Start mission, goals, and plans.
- Other duties as assigned.

REQUIRED EDUCATION

Bachelor's degree or AA degree from an accredited college or university in the field of Social Work, Human Development or a related field. Bilingual English/ Spanish is strongly preferred.

WORKING CONDITIONS

Non-profit community based organization, bilingual Spanish/English environment

PHYSICAL REQUIREMENTS

To comply with the Americans with Disabilities Act of 1990 (ADA), which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical, mental and environmental conditions of the Essential Duties of the job. The following codes are used to explain the frequency of physical activity: "F" for frequently; "O" for occasionally; "N" for not at all

On the job the employee must be able to carry/lift loads of:

- (F) Light (up to 25lbs.)
- (N) Moderate (25-50lbs.)
- (N) Heavy (over 50lbs.)

On the job the employee must:

- (F) Bend (F) Sit (F) Squat and Kneel (F) Stand
 - (O) Crawl (F) Walk (F) Climb (F) Push/Pull
 - (F) Handle objects (Manual Dexterity) (F) Reach above shoulder level
 - (F) Use fine finger movements (F) Talk and hear when working with officials, managers, colleagues, peers on the telephone or in person. (F) Specific vision abilities including close vision and distant vision.
- *Reasonable accommodations may be made to enable any qualified person with disabilities to perform essential functions of the job.

To carry out this job an individual must be able to perform all essential functions of the job satisfactorily.

To apply, please submit your resume, cover letter and references; indicating the position you are applying to:

**Human Resources Department at CentroNía School:
1420 Columbia Road, NW, DC 20009
centroniajobs@centronia.org
Fax (202) 745-0154**

**“Educating children and youth, and strengthening families, in a bilingual, multicultural community.”
*CentroNía is an equal opportunity employers***