

Open Position

Program:	Head Start Child Development Program, Ukiah
Position:	Enrollment Coordinator I-II, HS Preschool (Bilingual Preferred)
Rate of Pay:	\$ 16.13 - \$ 19.50 per hour (Depending on Qualifications)
Hours:	30 hours per week, 12 months/year
Benefits:	Paid holidays, vacation and sick leave. Medical, Dental, Vision & life insurance coverages available within 60 days of hire (Must work 30 hrs/wk or more). Employee Assistance Program (all members of household are covered) available within 60 days of hire. Discounted membership in Reach is available with payroll deduction. Eligible to participate in 401(k) retirement plan immediately, and for employer contribution & matching program upon qualifying.
To Apply:	Please complete and return an NCO employment application by the closing date. Applications are available on the NCO website at www.ncoinc.org/about-us/jobs/ , by calling 707.467.3200, or at the NCO main office, 413 N. State Street in Ukiah. For positions requiring ECE or CDV units transcripts must be attached with your application to be considered.
Application Closing Date:	Open until filled
Submitting an Application:	Applications accepted only at the NCO main office. Postmarks are not accepted. By mail or hand delivery: NCO, Inc. Attn: Human Resources 413 N. State St., Ukiah, CA 95482 By FAX: 707.467.3213 By Email: HumanResources@ncoinc.org
NCO is under no obligation to hire from this solicitation.	
North Coast Opportunities, Inc. is an Equal Opportunity Employer.	
For Head Start Child Development Program positions please see the NOTICE included with the Employment Application regarding Department of Justice clearance requirements.	

See our Website for full job description details & to print application
WWW.NCOINC.ORG/ABOUT-US/JOBS/
 Equal Opportunity Employer

We invest in people through community action.

North Coast Opportunities, Inc.
413 North State Street, Ukiah, CA 95482

POSITION DESCRIPTION

POSITION TITLE:	ENROLLMENT COORDINATOR HS PS I-II
PROGRAM/DEPARTMENT:	HEAD START CHILD DEVELOPMENT PROGRAM
REPORTS TO:	FAMILY SERVICES MANAGER
SUPERVISORY RESPONSIBILITY:	NO
FLSA/IWC STATUS:	NON-EXEMPT
WC CODE:	9059

I. GENERAL DUTIES AND RESPONSIBILITIES

Under general direction of the Family Services Manager, the Enrollment Coordinator HS PS (ECHS) is responsible for various administrative tasks related to the processing of enrollment applications. The ECHS works as a collaborative team member with the EHS Enrollment Coordinator to ensure the Head Start (HS) program and California State Preschool Program (CSPP) enrollment goals and requirements are met.

II. JOB DUTIES AND RESPONSIBILITIES

1. Reviews HS/CSPP enrollment applications for completeness and contacts parent(s) or guardian(s) for additional documentation, as necessary.
2. Processes applications, changes of status and transfers; creates and maintains rosters; updates applications of waitlist families at least once a year.
3. Coordinates with EHS Enrollment Coordinator to maintain full enrollment and active waitlists.
4. Assists families with the application process.
5. Meets with parent(s) or guardian(s) to complete State paperwork.
6. Verifies family proof of income and calculates priority points; conducts enrollment review requests for over-income families.
7. Sends alerts to Coordinators/Specialists, monitors B packet process to completion.
8. Informs Education, Disabilities, and Mental Health Manager of children with disabilities on the waitlist.
9. Compiles eligibility files for the children of new clients; updates paperwork as needed for returning children; maintains current eligibility files accurately by performing periodic audits and removing outdated, closed files.
10. Maintains necessary data on, enrollment status, transfers and over-income for monthly reports; submits weekly and monthly Enrollment Information Reports to appropriate managers and specialists.
11. Assists in tracking information on families and children including maintaining documentation of guardianship, court and restraining orders.
12. Monitors all HS returning children packets.
13. Performs quarterly CSPP file reviews and follow up on findings, as needed.
14. For bilingual employees, performs all job duties utilizing dual language ability as necessary to provide optimum support and services for clients and HSCDP staff.
15. Responsible for generating, collecting and documenting In Kind.
16. Attends scheduled meetings, training sessions and conferences as necessary.
17. Aligns work behaviors in conformance with NCOs Mission, Vision and Values.
18. Work Habits:
 - Arrives to work on time and obtains approval from supervisor for any changes in work schedule or absences.
 - Maintains a high level of confidentiality in all aspects of work and in alignment with Agency and program policies and procedures.
 - Is able to stay focused on the job.
 - Takes pride in creating a positive, efficient work environment.
 - Treats co-workers and clients with respect.
 - Represents NCO and its programs to the community in a positive light.
 - Is able to constructively adapt to change.
 - Dresses appropriately for the assigned job duties and responsibilities.
19. Other duties as assigned.

III. **JOB QUALIFICATIONS**

Enrollment Coordinator I: Must have a minimum of two years of office experience working in accounting or a related field. Office management experience preferred.

Enrollment Coordinator II: In addition to the requirements for Enrollment Coordinator I, must have an associate degree from an accredited school in a related field.

Enrollment Coordinator I & II:

1. Demonstrated ability to perform outreach and provide services to low income families.
2. Basic knowledge of community resources.
3. Demonstrated ability to work with adults and groups, and with organizing and facilitating group activities.
4. Thorough understanding of Head Start enrollment procedures and experience with Child Plus preferred.
5. Ability to work flexible hours and to travel for weekend and evening activities, trainings, conferences and in-service opportunities as needed.
6. For work related driving, employee must have: a current, valid California driver's license; a driving record that demonstrates the employee is a safe, appropriate driver as verified by a DMV printout; and, proof of personal automobile insurance; or reliable transportation with proof of automobile insurance.
7. Pre-employment and periodic health screenings and T.B. tests are required, the results of which must be within acceptable ranges to attain and maintain employment.
8. Must comply with regulatory immunization requirements.
9. Must complete a Criminal Record Clearance prior to employment to confirm eligibility to work in a licensed childcare facility.

WORK ENVIRONMENT/PHYSICAL DEMANDS

1. While performing the duties of this job, the employee is regularly required to talk, hear, and communicate clearly.
2. The employee frequently is required to sit; use hands to finger, handle or feel objects, use tools or controls, use manual and automatic office equipment, and reach with hands and arms.
3. The employee is regularly required to stand; bend; reach down and stretch overhead; walk; climb or balance; and stoop, kneel, crouch, or crawl.
4. The employee may frequently lift and/or move up to 25 pounds unassisted and may occasionally move and lift heavier materials with assistance and/or lifting tools using ergonomic guidelines.
5. Specific vision abilities required by this job include close and distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
6. The ability to travel during the day and/or night, sometimes long distance – possession of a valid California Driver's License and access to an insured vehicle is required.
7. Interaction and contact with outside agencies, vendors, volunteers, donors and contributors is a frequent aspect of this job.
8. The employee will regularly use computers and computer printers, telephones and other similar electronic office equipment.
9. The employee may occasionally use kitchen equipment and implements that can be heavy, hot or sharp; as well cleaning and sanitizing products.
10. The environment can be noisy and includes the comings and goings of small children and their families.

Note: This class specification should not be interpreted as all-inclusive. It is intended to identify the core essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA) or California FEHA. Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.