**Job Title:** ERSEA Coordinator **Status:** Full-Time/ Non-Exempt

**Department:** Early Head Start **Schedule:** 40 Hours/Week

**Reports To:** Social Services Manager Monday-Friday

**Updated:** 10/22/2024

**Mission Statement:**

The mission of the Committee for Hispanic Children and Families (CHCF) is to bring a relentless focus on positive child and family outcomes to close the achievement gap and build a better future for children, families, and communities served by the Head Start program.

**Job Summary:**

This position serves as ERSEA Coordinator is responsible for full implementation of all aspects of the Head Start program’s family engagement and health services approach, with the goal of executing high-quality two-generation strategies to support the families of young children, build nurturing environments to promote their children’s school readiness and healthy development. Through direct supervision, coaching, professional development, monitoring and other tasks, as needed, the ERSEA Coordinator provides expertise in all aspects of family assessment, engagement and support as well as the program's family engagement and health approach.

**Duties and Responsibilites:**

ERSEA Coordinator will work in collaboration with others to fulfill the following activities:

* In collaboration with Family Advocates, plan and oversee the interviewing, hiring, and onboarding process of all family engagement and health staffing positions as identified in the organizational structure.
* Ensures that the Early Head Start program meets/exceeds all federal Head Start Performance Standards.
* Oversees staff adherence to all aspects of the program’s Integrated Service Plan and Policies and Procedures, which includes compliance with Federal regulations regarding eligibility, recruitment and enrollment and attendance (ERSEA), maintaining full enrollment, assuring that all children are up to date with Early and Periodic Screening, Diagnostic and Treatment (EPSDT) requirements and receive follow up treatment for acute and chronic health conditions, and have medical and dental homes, as well as adherence to federal requirements for family assessment and partnership processes.
* Develop with their leadership team, systems for eligibility, recruitment, selection, and enrollment/intake process for returning and new families, including the development of a comprehensive recruitment plan that will lead to the program becoming fully enrolled.
* Developed with their leadership team, the internal systems and external partnerships to assure that all children participating in the program are up-to-date on EPSDT preventive care and follow-up evaluation and treatment and have access to high quality medical and dental homes and health insurance.
* Support the training and partnership development required to conduct on-site health screenings and exams within required Head Start Performance Standards (HSPS) timelines for children lacking community access to these services.
* Ensure all child files are built in accordance with The Head Start program’s table of contents and meet local licensing requirements.
* Collaborate with their leadership team to plan and implement initial, differentiated, and sequential professional development for family engagement and health staff that will lead to the successful implementation of the program’s Family Engagement and Health approach, supporting program leadership to utilize the Head Start program’s competency-based Success Rubrics and reflective coaching and supervision models.
* Works with the Transition team and partners leadership to track progress towards achieving benchmarks that will result in substantive positive impact on child and family outcomes in the areas of school readiness, child health and well-being, and family health and well-being.
* Utilizes data to assess program and staff progress, and to refine management strategies based upon program trends.
* Develop Memorandums of Understanding with key community-based organizations that will allow referrals to the HS program, outline available services that will be provided as well as the delineated roles and responsibilities of both organizations.
* Develops effective systems of communication and collaboration that fosters a culture of proactive problem-solving.
* Implement tools, policies and procedures to support program implementation utilizing a stepwise approach during the transitional phases of program startup and building upon that to ensure high-quality service delivery.
* Ensure the establishment of center parent committees as well as assist the Head Start Director to form an active Policy Council.
* Support leadership team in the development of a Health Services Advisory Committee.
* Support the quality of family engagement efforts through professional development, supervision, and coaching to FEH Leadership to fully implement the Family Services & Health approach.
* Implement a research based family curriculum, (Shine On, Families), with a focus on coordination and collaboration with the Early Learning team, that extends the classroom curriculum into the family's home, modeling high quality the adult-child interactions teachers use in their classrooms for families.
* Identify promising strategies to strengthen work and engage in continuous quality improvement processes to strengthen strategy execution and staff capacity to achieve child and family outcomes within vendor programs.
* Monitor the quality and reliability of data at the family, coach, center and program levels.
* Conduct/support formal and informal qualitative audits, as well as review data trends to assess the execution of program strategies and assure that the program is in full compliance with HSPS and The Head Start program Integrated Service Plan and Policies and Procedures.
* Participates in assigned meetings, events and training as required.

**Supervision/Coaching**

* Supervise a team of Family Advocates with support from the Education Director. Includes the following responsibilities, but are not limited to: assisting in hiring, training, scheduling, evaluating, and ensuring accuracy, timeliness, and the completion of all work performed by direct reports.
* Maintain consistent coaching and supervision resulting in 75% of Coordinator level scoring at an average score of implementing or higher on the respective Coordinator Success Rubric.
* Educates direct reports on all department and agency policies and procedures.
* Meets with assigned staff at least monthly to identify and resolve problems, manage projects, track goals, and review work processes and procedures.
* Represents the team and/or department at meetings, events, and training as required.

**General Staff Responsibilities:**

* Maintain confidentiality in regards to staff and family information.
* Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy.
* Perform any other work-related duties as requested by your supervisor.
* Be present at work in order to provide consistency of services.
* Be a contributory team member in a positive/productive manner.
* Demonstrate commitment to mission, values, and policies in the performance of daily duties.

***Non-Essential Duties:***

* Performs any and all other duties as assigned.

**Job Specifications:**

*Requirements:*

* AA Degree or Family and Child Development Certification, Public Health, Social Work or related field.
* 5+ years experience in the family and community engagement field, including experience in coaching, supervision, program management and project management to promote program innovation and organizational change required.
* Minimum three (2) years of experience directly supervising staff required.
* Expertise in community based interventions to improve outcomes for low-income families and communities, with direct experience developing and implementing program strategies
* Expertise assisting families of young children act as full partners to promote their children’s school readiness and overall healthy development.
* Physical exam and background checks are required for this position.
* Travel required locally or long-distance up to 10% of the time for work-related meetings and functions.

*Knowledge, Skills, & Abilities:*

* Ability to interact effectively with people from diverse backgrounds.
* Ability to communicate effectively, verbally and in writing.
* Demonstrated computer literacy skills, using MS Office applications and other basic data systems including internet navigation.
* Ability to collaborate with multiple stakeholders to successfully implement program plans.
* Strong analytical skills in order to quickly assess situations, identify trends, develop solutions and apply critical assessments to the larger context.
* Must be honest, dependable and able to meet deadlines.
* Self-motivated and able to work independently.

**Physical Requirements:**

* Ability to sit most of the time with some bending and reaching.
* Ability to stand, walk, and bend periodically.
* Ability to engage in repetitive movement of wrists, hands, and fingers – typing and/or writing.
* Ability to work frequently at close visual range (i.e. preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading).
* Ability to receive and respond to oral communication.
* Ability to exert up to 10 pounds of force to lift, carry, push, pull, or otherwise move objects.

**Work Environment:**

* Work is generally performed in an office environment.
* Noise level in the work environment is moderate to occasionally loud (examples: business office with computers and printers, light to moderate traffic, human voices).
* Standard office equipment generally used includes:
  + Telephone
  + Personal Computer (monitor, keyboard, and mouse) or Tablet
  + Printer/Photocopy Machine
  + Calculator
  + Fax Machine

**Salary: $60,000.00**

*CHCF offers a comprehensive employee benefits package*

*CHCF is an equal opportunity employer and is committed to maintaining a work and learning environment free from discrimination based on race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information, or disability, as defined and required by state and federal laws.*