



## WESTSIDE CHILDREN'S CENTER

### JOB DESCRIPTION

Job Title: Early Head Start ERSEA Coordinator  
Reports to: Early Head Start Director  
Department/Location: Early Head Start Program (Prenatal to 3 years of age)  
FLSA Status: Exempt

#### POSITION SUMMARY

The Early Head Start ERSEA Coordinator will provide support services to children and family ages 3 months to 36 months in a home base/center base setting. Overall the responsibility of the EHS ERSEA Coordinator is to ensure parents are well informed, involved in their family's development and provided support services to encourage them as they accomplish their goals. The ERSEA Coordinator works closely with each parent during enrollment, transitions and establishing family goals.

#### ESSENTIAL DUTIES & RESPONSIBILITIES

- Administer program standards in assuring each family meets the eligibility requirement in compliance with mandated federal standards.
- Assist the Program Director with maintaining schedule, small projects, running reports from Child Plus and coordinating meetings with parents.
- Recruit and enroll families for center and home base Early Head Start program and conduct the appropriate interview that informs the families of all services.
- Coordinate all transitions for new children to each classroom (center-base), to ensure that teacher, child and family all communicate with one another to when child is showing signs he/she is "ready" to begin with his classmates.
- Assure that teachers/ home base visitors have full case loads/classrooms, by monitoring drops and terminations. Will also monitor family partnership agreements and outcomes. Provides home visitors/teachers with new children, by updating Child Plus entries at all times. ERSEA
- Provide orientation and tours to prospective families for the purpose of establishing familiarity with all program services and required documentation for acceptance into the program. ERSEA
- Engage from the beginning a cooperative partnership with the parent and continue to work collaboratively with the family to achieve their personal and professional goals.
- Facilitate access to health, dental, and immunization services for each child enrolled.
- Maintain documentation of efforts to obtain needed services.

- Participate in the organizing and establishment of planning meeting related to health, nutrition, or disabilities services for children while attending class i.e. medication administration, disability plan, or special diets or other critical supports needed for young children.
- Coordinate and document in Child Plus all special needs referrals to ensure all referral are addressed in a timely manner.
- Monitor and follow up on daily absences with attendance, documenting efforts made to secure services when needed, supporting the child's return to class. ERSEA.
- Exchange information and serve as a member of a trans-disciplinary intervention team.
- Coordinate the Parent and Policy Council meetings, providing training and support to elected members and parent representatives. Delegating tasks to members, to assure that the meetings run smoothly and in compliance with federal standards. Ensuring sign in sheets reflect in –kind hours.
- Present agenda and minutes to board members for each Policy Council Meeting.
- Participate in on-going in-service and educational development opportunities provided by the Agency
- In accordance with our "team" philosophy, the person filling this position may occasionally be required to carry out or assist with other tasks in addition to the duties listed on this job description
- Perform other duties as assigned.

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| KNOWLEDGE, SKILLS AND ABILITIES |
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- Social Work, Mental Health or Human Services knowledge and experience.
- Ability to effectively plan, organize and implement assigned task.
- Ability to make decisions and solve problem effectively.
- Must be able to manage confidential information.
- Ability to write accurate reports and maintain organized records.
- Strong communication skills -- ability to inspire and persuade varying audiences in both written and oral communication.
- Strong interpersonal skills and demonstrated experience working with children, families and social service programs.
- Exercises skills of good judgment in identifying issues that require resolution and/or escalation.
- Positive work attitude, the desire to be a part of a diverse team, and the ability to think independently and creatively while participating as a team member.
- Must be detail-oriented and possess excellent organizational and analytical skills with the ability to complete work accurately, meet deadlines, and to follow through on job duties and projects.
- Multi-task and prioritize with attention to detail and have the ability to be flexible.
- Must have good people skills and patience to work closely with children and families from diverse backgrounds and with individuals at all levels and in all areas of the organization.
- Must be able to use computer with proficiency, i.e. Word, Excel, Web, PowerPoint, and Outlook.
- Bilingual (English and Spanish) proficiency required.

## PHYSICAL DEMANDS OR REQUIREMENTS

- While performing the duties of this job, the employee is frequently required to walk, use hands to finger, handle, or feel objects, tools, or controls, and talk or hear. The employee is often required to stand and sit; reach with hands and arms; and stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Employee required to frequently drive a motor vehicle.
- Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

## FOR CONSIDERATION

- Send cover letter and resume to [hr@westsidechildrens.org](mailto:hr@westsidechildrens.org)

*Westside Children's Center is fully committed to Equal Employment Opportunity and to attracting, retaining, developing and promoting the most qualified employees without regard to their race, gender, color, religion, sexual orientation, national origin, age, physical or mental disability, citizenship status, veteran status, or any other characteristic prohibited by state or local law. We are dedicated to providing a work environment free from discrimination and harassment, and where employees are treated with respect and dignity.*