

Draft
Valley Oak Children's Services
Job Description

Job Title: Early Care & Education Enrollment Coordinator
Department: Childcare Services
Reports to: Fiscal Director
Grade: 4
Salary: \$19.23 per hour
Classification: Non-exempt/hourly

Approved by Board of Directors:

VOCS Employee Responsibilities include actively supporting the Agency Policies, Mission, Vision and Values and becoming familiar with all programs operated by Valley Oak Children's Services.

Essential Duties and Responsibilities include the following:

- Knowledge of State and Federal Regulations applicable to Alternative Payment Programs.
- Supervision and training of ECE Enrollment Specialist and oversight of daily program operations including compliance with State and Federal Regulations and Agency Policies.
- Act as a liaison to Butte County Department of Employment and Social Services to ensure all Stage 1 transfers or CEL enrollments are enrolled in a timely manner.
- Work with families from the point of application and intake to assignment of each case to an ECE Caseworker.
- Determine family's eligibility for childcare programs using contract requirements.
- Process applications in a timely manner in accordance with approved enrollment guidelines; verify that applications are complete and follow-up on incomplete applications.
- Ensure that all child care subsidy programs are fully enrolled in accordance with the contracted enrollment amounts as stated in the annual State of California contract for each subsidized program.
- Provide monthly reports to the Management Team regarding transfers, enrollments, pending enrollments, projected enrollment numbers for each subsidy program. Provide the Executive Director with information regarding over or under enrollment issues in all subsidized programs.
- Work with the Fiscal Director on projections reports.
- The ECE Enrollment Specialist will work in cooperation with the ECE Supervisors and Management Team in establishing Agency Policies and Procedures, taking an active role in quality assurance and data management systems and may act as a hearing officer for ECE cases.
- Assist in the coordination of office operations, i.e. staffing patterns, block coverage, etc.

- Assist in the management of immediate building maintenance needs. On-going needs are communicated to the Management Team.
- Conduct employee performance evaluations, identify training needs, monitor ongoing activities, and ensure that annual goals work plan is followed.
- Review and check files for compliance with regulations and policies
- Follow-up to ensure that Agency procedures are being followed within established timelines.
- Facilitate training of new ECE Staff.
- Attend and participate in agency supervisors' meetings.
- Provide appropriate VOCS representation in various workshops and meetings.
- Provide technical assistance and support services to parents and providers and demonstrate good customer service.
- Operate NoHo, Outlook and Microsoft programs.
- Participate in workshops, meetings and trainings as assigned.
- Perform Peer Review compliance check on other caseworkers' work.
- Provide technical assistance and support services to parents, providers and agency staff.
- Present informational meetings to public and partner agencies.

Qualifications To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to remain calm under pressure and to demonstrate a high level of critical thinking skills.
- Very good office skills as well as computer knowledge and input ability.
- Proven leadership and communication skills in dealing with coworkers and community members
- Knowledge of community programs and resources available in Butte County.
- Ability to work as a team member and take direction, as well as the ability to take responsibility and make appropriate decisions.
- Able to read, write and speak English
- Basic arithmetic and computation skills; ability to analyze and interpret monthly provider timesheets.
- Able to prioritize tasks and demonstrate strong problem solving skills and the ability to communicate the basis for decisions that are made.

Education and Experience

- Bachelor's Degree in Human Services, Social Services, Child Development or related field. A minimum of two years experience as a caseworker and two years of experience as a supervisor is required.
- **Certificates, Registration, Licenses:** A valid California driver's license is required. Vehicle liability insurance is required per the state of California. This position requires travel and dependable transportation.

Employee Signature: _____ Date: _____

Executive Director: _____ Date: _____