Mid-Iowa Community Action, Inc.  **Job Description**

**TITLE: ECP Recruitment Specialist**

**Reports to:** Assigned Supervisor

**Job Summary**

Contributes to mission and vision of MICA by creating a positive, respectful, safe environment when working with families, agency and community partners. Provides direct assistance to families by conducting in-person family interviews to begin and complete the intake process for Head Start/Early Head Start. Works closely with the Family Development Specialists and Family Development Coordinator to ensure full enrollment. Recruits families for MICA programs. Maintains program compliance and accurate records. Collaborates with other agencies. This position may perform regular duties at alternatives sites with permission of the Program Director.

**Essential Job Functions**

Responsible for the recruitment and enrollment of children and families in Marshall County. Will assist other counties as needed. Builds and maintains positive relationships with team members and agency and community partners to achieve results.

* Recruits families for program
* Completes initial intake with family
* Connects families to resources as needed
* Determines eligibility for enrollment
* Receive and process referrals from partner agencies and programs
* Assist waitlist families in completing new intakes for upcoming program year
* Works with Family Development Specialist to ensure current EHS children who are transitioning out of the program have a Head Start intake completed
* Assists in maintains a complete and accurate enrollment database including updated and accurate waiting list
* Completes data entry for all intakes
* Completes an accurate and update referral tracking system
* Assist Family Development Coordinator with the outreach and promotion of program
* Ensures recruitment materials are updated and available for all counties
* Participates in community awareness events
* Works with Family Development Coordinator and Family Development Specialists to identify and fill enrollment gaps
* Provide Family Development Coordinator a monthly report on recruitment efforts, activities and status of incomplete intakes
* Markets programs effectively
* Attends required meetings

Compliance

* Must maintain *strict* confidentiality at all times
* Maintains documentation of referrals
* Maintains full enrollment in Marshall County
* Maintains waiting list in Marshall County
* Maintains program contact required with all families.
* Maintains thorough and extensive documentation of all compliance areas as required
* Maintains ongoing communication with program staff
* Creates and maintains reports as required

Develop skills and knowledge related to the position

* Must learn and understand eligibility requirements for all funding sources in the Early Childhood Programs
* Must learn and understand basic eligibility requirements and screening procedures of wide array of community resources
* Must obtain and maintain current First Aid Card and CPR Certification, Mandatory Child Abuse Reporter training, Universal Precautions training.
* Attend all trainings and meetings as required

**Knowledge, Skills and Attitudes:**

* Able to read, write and speak the English language
* Committed to the concept of diversity and the inherent worth of every individual
* Strong commitment to achieving results
* Strong communication skills, including listening skills
* Basic math skills for purposes of calculating income eligibility
* Strong interpersonal skills with a passion for doing outreach work on a daily basis
* Above average social and emotional skills that translate into
  + the ability to quickly develop positive relationships with families
  + a calm, composed demeanor when working in a high stress or crisis situation
* Non-judgmental and ability to maintain objectivity
* Strong ability to think and reason independently, and to make critical judgments within agency and program guidelines
  + Utilizes problem solving skills in all situations, identifying a range of reasonable options and alternatives
  + Knows how to use data to inform decisions to create best practice
* Have basic knowledge of and ability to work with issues such as substance abuse/addiction, domestic abuse, child custody, child abuse, mental health, and environmental issues
* Dedicated to continuous learning
* Intermediate computer skills. Must be able to learn and effectively use a variety of computing software, electronic devices and databases

**Working Conditions (Essential physical, mental and emotional demands)**

*The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

* Generally a 40-hour week.
* This position requires mental and emotional work. Strong ability to think and reason independently, maintain objectivity and to exercise sound judgment.

1. The physical environment requires the employee to work indoors:

* In an office space that may or may not be shared
* In family homes
* Must be able to function well in a variety of physical environments, as the primary focus of this job is to meet with families in their own homes
* The person in this position frequently communicates with families, community members and colleagues, both one-on-one and in groups, regarding agency programs. Must be able to exchange accurate information in these situations.

1. Frequently operates a computer and other office productivity machinery and devices, such as a copy machine, a computer printer, and an IPad or tablet
2. This position requires frequent driving about the MICA service area

* Must have and maintain reliable transportation, a valid driver’s license and proof of automobile insurance

**Education & Experience:**

**Required:** Bachelor’s Degree in social work or family/human services or closely related field

**Preferred:** Bilingual in (English/Spanish)

**Other:**

**Candidates offered the position must meet the following criteria:**

* Successful completion of all background checks at hire and thereafter according to agency and program standards.
* Must have a pre-employment physical examination, and every three years thereafter, to prove ability to perform work duties.
  + - * The physical exam must include any necessary testing for communicable diseases, including a TB assessment as required by the Iowa Department of Human Services Child Care Licensure standards.

1. Staff who work in centers that serve infants or who do home visits will be required to have a Tdap immunization per Centers for Disease Control and Prevention (CDC) recommendations.

**Other Duties**Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Additional information

|  |  |  |  |
| --- | --- | --- | --- |
| Program | Family Development | Management? (Yes/No) | No |
| Generic title | ECP Recruitment Specialist | FLSA status | Non-Exempt |
| Pay grade | Band 4C | Updated | August 2020 |

**EQUAL OPPORTUNITY EMPLOYER**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_**

Signature of Employee Date