



Job Title	Eligibility Coordinator	FLSA Status DOL Status	Exempt Full-time
Program/Department	Early Childhood Services	Supervisor Responsibilities	Yes
Reports To	Center of Excellence Director: Family Services	CEO Approval Date	10/2021
Work Schedule	Office Hours follow business hours and may vary with supervisor approval; may include occasional evening and weekends.		
Must pass required background check, TB and Physical			

POSITION OVERVIEW

The Eligibility Coordinator will apply professional expertise and oversight of program eligibility, recruitment, selection, enrollment and attendance (ERSEA) for Early Childhood Services and ensure adherence to the Head Start Act, Head Start Program Performance Standards and all other guidance and regulations set forth by Office of Head Start.

All employees and volunteers are expected to be sensitive to our clients' cultural and socio-economic characteristics, reflect Sunbeam Family Services core values and to perform at Sunbeam's standards of excellence at all times.

ESSENTIAL Functions

- Promote, encourage and display examples of leadership for the agency in accordance with the agency mission driven, employee first culture.
- Provide effective supervision, direction, and management assigned staff to include a work environment experience in a coaching environment that supports growth, individual integrity, life-long learning, and career satisfaction.
- Demonstrate capacity for providing developmentally appropriate and evidence-based practice, for exemplifying the values expected within the program, and for promoting the mission of the organization.
- Follow systems to effectively organize information, in a time-sensitive manner, and provide it to others as needed.
- Implement timely enrollment application processing according to enrollment procedures.
- Effectively prioritize projects delegated by a variety of staff to accomplish tasks in the timeframe specified and at a high level of quality and confidentiality.
- Respect the confidential nature of the information that may be shared with them.
- Accurately communicate information in minutes, e-mail, memos and other written and verbal correspondence.
- Perform daily office duties, including answering telephone calls, maintaining computer and software systems at optimum efficiency for duties, and providing support for other staff as needed.
- Serve as liaison between Sunbeam and OKDHS, coordinating communication with

embedded DHS case workers.

- Maintain confidentiality of all program records and client information.
- Annually set the Selection Criteria for the program, with collaboration from other Early Childhood leadership.
- Determine the need for recruitment activities and strategies to provide information and enrollment opportunities to children and families.
- Monitor and ensure accurate and timely data entry in Child Plus, maintain current protocols, and provide ongoing data reporting to CoE Director: Family Services and Chief Program Officer.
- Design and edit drafts of correspondence, reports, forms, charts, memos, and other documents, as needed.
- Attend Early Childhood Services staff meetings and trainings as required.
- Ensure that all reports and records are maintained accurately and promptly complying with HIPPA and FERPA protected information mandates.
- Travel locally as required in the performance of responsibilities.
- Perform other appropriate and related responsibilities as assigned by Supervisor or Executive Staff.

JOB QUALIFICATIONS

	Minimally Required	Preferred
Education	Bachelor’s degree in Education, Social Work, Human Services, or a related field.	Master’s degree in Education, Social Work, Human Services, or a related field.
Experience	Knowledge and experience in data collection and information systems	Experience in Head Start/Early Head Start
Skills Knowledge Abilities	<p>Previous knowledge and understanding of Child Plus</p> <p>Demonstrated supportive leadership ability, team management and interpersonal skills</p> <p>Excellent command of English language and grammar, both verbal and written</p> <p>Intermediate knowledge of computer operations and applications, including Microsoft, and the ability to master other computer technology / software programs as needed</p> <p>Good organizational and time management skills</p> <p>Must work independently and collaboratively in a team environment</p> <p>Able to exercise independent judgment consistent with applicable policies, regulations, and agency mission.</p> <p>Communicate in a professional manner,</p>	<p>Advanced computer database and Microsoft software application knowledge</p> <p>Bilingual Spanish/English speaking</p>

	<p>demonstrating dignity and respect for internal, external and community members</p> <p>Able to process, protect and exercise discretion in handling confidential information and materials</p> <p>Able to detect, discern, distinguish, observe, inspect and compare reports related to health requirements.</p> <p>Sustained concentration to detail and accuracy, along with the ability to prioritize workload</p> <p>Willingness to work with high-risk, low-income communities</p> <p>Valid Oklahoma driver's license and state required vehicle insurance for any vehicle used in performance of job duties.</p>	
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WORKING CONDITIONS

Physical Demands

While performing the duties of this job, the employee is required to frequently communicate with staff and others, and must be able to exchange accurate information when doing so. The employee must be able to remain in a stationary position 50% of the time and occasionally move about inside the office to access file cabinets, office equipment, attend meetings, etc. Must be able to operate and use a computer. Occasionally must be able to move needed materials weighing up to 20 pounds.

Work Environment

The employee will work in an office environment located within a school setting, may work in close quarters with other staff. The noise level in the work environment varies from moderate to loud; frequent chaotic situations will occur, characteristic to working with children ages 0 – 5 years. Employee must expect exposure to strong odors such as soiled diapers and clothes, and poor hygiene.

Vaccination

This position is subject to Sunbeam's Mandatory COVID-19 Vaccination Policy. All Sunbeam employees are required to be fully vaccinated against COVID-19, or have an approved exemption. Exemptions to the vaccine requirement will be considered for individuals with medical condition(s) that prevent them from being vaccinated and for individuals with sincerely held religious beliefs that prohibit them from being vaccinated, consistent with applicable federal and state law. Proof of Vaccination, as defined by Sunbeam policy, or an approved exemption is required for any employment effective on or after December 31, 2021.

Other

The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. These statements are intended to describe the general nature and level of work performed by employees assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel or candidate and may be subject to change at any time. Reasonable accommodations may be made to enable individuals to perform the essential functions.

Sunbeam Family Services is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We are committed to fair and equal in all its employment practices for persons without regard to race, ethnicity, color, creed, age, gender, sexual orientation, gender identity or expression, pregnancy, religion, disability or degree thereof, national origin, domestic/marital status, political affiliation or opinion, veteran status, HIV status, AIDS status, genetic information, and any characteristic protected by federal, state, or local laws.

SIGNATURE

By signing this job description, the employee/candidate affirms that they possess the knowledge, skills, and abilities necessary to perform the essential functions of the job as stated above, with or without reasonable accommodation. It is also understood that employment with Sunbeam is considered “at will,” meaning that either Sunbeam or an employee may terminate the employment relationship at any time with or without cause or notice. This job description does not and is not intended in any way to create a contractual employment relationship. Sunbeam may also change this job description and the expected duties from time to time at its sole discretion.

Employee/Candidate PRINTED Name		
Employee / Candidate Signature		Date: