



<b>Job Title</b>	Eligibility Specialist	<b>FLSA Status DOL Status</b>	Non-Exempt Full-time
<b>Program/Department</b>	Early Childhood Services	<b>Supervisor Responsibilities</b>	No
<b>Reports To</b>	Eligibility Coordinator	<b>CEO Approval Date</b>	11 / 2021
<b>Work Schedule</b>	Office Hours follow business hours and may vary with supervisor approval; may include occasional evening and weekends. This is a year round position.		

**Must pass required background check, TB and Physical**

### **POSITION OVERVIEW**

The Eligibility Specialist will apply professional expertise and oversight in the ERSEA area of compliance, to ensure programs adhere to the Head Start Act, Performance Standards and all other guidance and regulations set forth by (OHS) Office of Head Start to meet requirements regarding ERSEA and program operations.

All employees and volunteers are expected to be sensitive to our clients' cultural and socioeconomic 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.
- 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.
- Implement timely application processing according to enrollment procedures.
- Verify income and eligibility qualifications of children and families, and ensure applications are complete and data is accurately entered into ChildPlus according to entry protocols.
- Prioritize tasks in order of deadlines, importance and program performance requirements.
- Maintain confidentiality of all program records and information.
- Maintain eligibility files and documents ensuring information is current, correct, and disseminated to all necessary staff to meet program requirements.
- Partner and collaborate with family services staff as needed to assist and encourage parents in gathering necessary information to complete the application process.
- Provide in person, phone, and written contact with families and staff for follow-up as needed.
- Document all communications and family updates as necessary.
- Determine the need for recruitment activities to provided information and enrollment opportunities to children and families.
- Collaborates with OKDHS and Tribal Child Care Division to establish child care assistance.
- Established and maintains enrollment rosters to meet compliance of federal grants and Head Start Program Performance Standards.
- Attend annual and ongoing trainings as it pertains to ERSEA.
- Obtain and maintain current ERSEA certification and re-certification.

- Partner and collaborate with family services staff, health services, and all other program content areas as needed to assist and encourage parents in gathering necessary information to complete the enrollment application process.
- Facilitate and establish Prospective Enrollment Meetings (PEMs) as needed.
- Represent Sunbeam in community collaborations and events as directed by supervisor.
- Promote culturally sensitive practice.
- Travel locally as required in the performance of responsibilities.
- Perform other appropriate and related responsibilities as assigned by Supervisor or Executive Staff.

**JOB QUALIFICATIONS**

	<b>Minimally Required</b>	<b>Preferred</b>
<b>Education</b>	Bachelor's Degree in Human Services or related field	Master's Degree in Human Services or related field
<b>Experience</b>	Experience in data collection and information processes and systems	Experience in Head Start/Early Head Start
<b>Skills Knowledge Abilities</b>	<p>Interpersonal skills including collaboration and work within multi-disciplinary teams.</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>Basic math skills.</p> <p>Good organizational and time management skills.</p> <p>Exercise independent judgment.</p> <p>Communicate in a professional manner, demonstrating dignity and respect for our internal, external and community members.</p> <p>Process, protect and exercise discretion in handling confidential information and materials.</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 diverse communities.</p> <p>Local travel required and must have valid Oklahoma driver's license and insurance as required by the position.</p>	<p>Knowledge and understanding of Head Start Performance Standards</p> <p>Bilingual Spanish/English speaking</p> <p>Knowledge and understanding of Child Plus</p>

**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, may work in close quarters with other staff and small children. The noise level in the work environment varies from moderate to loud; frequent chaotic, characteristic to working with children ages 0-5 years. Employee must expect exposure to strong odors such as soiled diapers and clothing, and poor hygiene. Employee may come into contact with childhood diseases and blood on occasion.

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: