

# JOB ANNOUNCEMENT BULLETIN



## NEIGHBORHOOD HOUSE ASSOCIATION

5660 Copley Drive • San Diego, CA 92111 • (858) 715-2642

### ENROLLMENT COORDINATOR JOB #: 0461- 0714 OC

**EMPLOYMENT OPPORTUNITY:** One (1) F/T, 52 weeks per year position with the Head Start Central Enrollment Unit (CEU) location at: 841 S. 41<sup>st</sup> St. San Diego, CA 92113

**SALARY:** Range: 52.00 \$22.91 - \$25.29 per hour

**APPLICATION SUBMITTAL INSTRUCTIONS:** OPEN UNTIL FILLED

Application must be fully completed (per instructions), signed, dated when submitted.

Applications may be obtained at 5660 Copley Dr., San Diego, 92111; 841 South 41<sup>st</sup> Street, San Diego 92113; or on the Agency website at [www.neighborhoodhouse.org](http://www.neighborhoodhouse.org). Completed applications may be mailed or delivered to the Human Resources Department at 5660 Copley Drive, San Diego, CA 92111.

**JOB DUTIES and RESPONSIBILITIES:**

Under the supervision of the Senior Management Analyst- CYFS, the Enrollment Coordinator will apply professional expertise, systems management and over-sight to the ERSEA (Eligibility, Recruitment, Selection, Enrollment and Attendance) process, ensuring that the agency complies with all regulations per applicable Performance Standards and other regulations. Analyze, plan, and coordinate implementation of enrollment systems. Plan and provide training related to enrollment systems, ERSEA policies and procedures. Ensure monitoring, intra-agency collaboration and the effective tracking of enrollment services. Supervise and support application processors. Participate in the annual Self-Assessment and Community Assessment. Provide analysis of the information and assist in planning efforts to determine program options, recruitment efforts and enrollment guidelines for HS/EHS. Ensure at a minimum, annual review and revision of the ERSEA Standard Operating Procedures (SOPs) and Service Plans. Update as necessary to ensure clarity of processes in line with current trends and special circumstances. Participate in the Child File Annual Task Force to ensure ERSEA forms and processes are current, meet all terms of funding regulations, and are available in identified languages for target enrollment populations. Audit ERSEA practices for trends, and work with SDT Department to provide ongoing ERSEA training opportunities during identified professional development venues.

## **MINIMUM QUALIFICATIONS:**

### **Education, Training and Experience:**

High school diploma or GED with at least 5 years of relevant experience, including supervision in the data entry field.

### **Knowledge of:**

Office administrative and management practices and procedures; principles and practices of sound business communication; data entry concepts, practices, and procedures; correct English usage, including spelling, grammar and punctuation; NHA, rules, policies, and procedures, relating to the administration of a NHA section; NHA's personnel rules and regulations; advanced data processing principles and the use of word processing and computer equipment and software.

### **Ability to:**

Supervise data entry operators to insure unit objectives in a timely and quality manner; operate a computer terminal and/or computer using word processing, spreadsheet, database and other standard business software; type accurately at a speed necessary to meet the requirements of the position; organize, set priorities and exercise sound independent judgment within areas of responsibility; interpret, apply, explain and reach sound decisions in accordance with laws, regulations, rules and policies; train others in work processes and procedures; organize, research and maintain complex and extensive office files; compose correspondence from brief instructions; communicate clearly and effectively orally and in writing; prepare clear, accurate and concise records and reports; maintain sensitive and confidential information; use tact, discretion and diplomacy in dealing with sensitive situations and concerned people and customers; establish and maintain highly effective working relationships with officials, staff, the public and others encountered in the course of work.

### **Licenses & Certificates:**

A Valid California Driver's License.

## **PHYSICAL & MENTAL DEMANDS:**

Employee is regularly required to sit, stand and walk; talk or hear, both in person and by telephone; use hands to operate, finger, handle or feel office equipment; reach with hands and arms; and lift up to ten pounds; use written and oral communication skills; read and interpret data; use math and mathematical reasoning; analyze and solve problems; learn and apply new information; perform highly detailed work on multiple, concurrent tasks with frequent interruptions; meet intensive and changing deadlines and interact with officials, staff and the public.

**APPLICATIONS OF CANDIDATES WHO DO NOT MEET THE STATED POSITION REQUIREMENTS WILL NOT BE CONSIDERED. ONLY THOSE CONSIDERED FOR INTERVIEW WILL BE CONTACTED.**

The provisions of this job announcement do not constitute an express or implied contract. Any of the provisions contained in this job announcement may be modified or revoked without notice.

**Please note that offers of employment are only valid if they are made by the Human Resources Department**

#### **FILING APPLICATIONS**

Applications must be filled out completely and legibly. Applications may be submitted in person or by mail. All statements on the application will be subject to verification and investigation prior to employment. When a closing date is indicated, applications must be received by or before 5:00 p.m. on that date, or otherwise as stated on this job announcement.

#### **POSITIONS REQUIRING DEGREE/ CREDENTIAL**

An official transcript from an accredited college/university and/or Credential must accompany the employment application. Applicants who fail to comply with this requirement will not be eligible for interview.

#### **BENEFITS**

Vacation; sick leave; 13 holidays; 2 personal days and 4 days bereavement leave; LTD, health, life and dental insurance's; credit union; payroll savings plan; Social Security and Retirement Plan.

#### **HOURS**

The normal workweek is 5 days or 40 hours. Actual work hours may vary between 6 a.m. – 11 p.m.

#### **PROBATIONARY PERIOD**

All regular appointees serve 6 months introductory period.

#### **CITIZENSHIP/IMMIGRATION STATUS**

NEIGHBORHOOD HOUSE ASSOCIATION hires only U.S. citizens, and lawfully authorized alien workers in accordance with the Immigration Reform Act of 1986.

This Job Announcement is not an offer of employment. Any person who is hired may voluntarily leave their employment upon giving proper notice, and may be terminated by the Agency at any time and for any reason. Any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.

**AA/EEO/H/V/EMPLOYER**

