

Northwest Michigan Community Action Agency, Inc. Job Description

Job Title:	ERSEA and Health Program Manager
Department:	Head Start
Reports to:	Head Start Director
Grade:	M2
Supervises:	Recruitment & Health Staff
FLSA Status:	Exempt
Prepared by:	Cindy Buss
Date:	11-8-17

Purpose:

To oversee the successful development and implementation of the State of Michigan Standards of Quality for the Great Start Readiness Program and the Head Start Program Performance Standard components of Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) and Child Health.

Essential Functions:

1. Oversee the “ERSEA” program requirements.
2. Review program applications for accuracy and provide trainings as needed.
3. Ensure Full Enrollment of all NMCAA Early Childhood Programs including Head Start (HS)/Great Start School Readiness (GSRP) blended slots. 101-130% and over-income allocations.
4. Maintain updated Early Head Start (EHS) and HS slot distribution chart.
5. Support staff in their role of ensuring full enrollment, accurate HS-GSRP blends and stable attendance.
6. Monitor HS & GSRP attendance and address attendance issues as needed.
7. Authorize gas card request for transportation to and from school.
8. Provide guidance, support and resources to the Recruitment and Health Specialist (R&H) in their roles with recruitment, full enrollment and health screening completion. Provide supervision and evaluation.
9. Monitor Child Plus Health Screening completion.
10. Work with the R&H to update as needed recruitment, acceptance and health forms.
11. Collaborate in joint recruitment efforts throughout the 10 counties. Complete GSRP “Release to Serve” forms as needed.
12. Provide requested data to Intermediate School District GSRP partners.
13. Partner with the EHS Manager to conduct, follow up and document Health Advisory Committee meetings.
14. Update program health policies, procedures and center postings.
15. Provide guidance and support for “nuisance” communicable disease issues at centers.
16. Develop guidelines for the acceptance of children into the program and train staff as needed.
17. Prepare all materials related to acceptance mailing and orientation.
18. Attend Policy Council and lead Committees as appropriate.
19. Take part in the Procedure Manual Committee, updating forms – including the Parent Handbook.
20. Utilize the data management system to oversee the realization of program quality.
21. Any other duties as assigned.

Northwest Michigan Community Action Agency, Inc.

Job Description

Measured by:

1. The accuracy and timeliness of completed work within and outside of the Child Plus system.
2. The ability to work professionally & effectively with community organizations / agencies; GSRP & Child Care partners; Local Schools and the Intermediate School Districts; Health Departments and Local Health Professionals, as well with NMCAA management, staff, and families.
3. Able to facilitate team growth and development.

Minimum Education:

1. Baccalaureate Degree, preferably related to one or more of the disciplines they oversee.

Minimum Experience:

5 years Prior experience in working with low income / at risk families preferred.

Essential Abilities:

1. A commitment to the NMCAA philosophy and mission.
2. Ability to maintain confidentiality.
3. Ability to interact positively with co-workers and clients in a non-judgmental, tactful and courteous manner.
4. Ability to suggest innovative approaches in completing job responsibilities.
5. Ability to work openly and cooperatively as a team member with agency and community members.
6. Ability to perform physical tasks to carry out specific job duties.
7. Ability to plan, organize, prioritize and multi task.
8. Strong public speaking skills and the ability to prepare and carry out trainings.

Minimum Skills Required:

1. Ability to partner cooperatively with other agencies, GSRP partners, the Intermediate School District and health professionals.
2. Effective written and interpersonal communications skills.
3. Strong organizational skills with the ability to work efficiently and effectively.
4. Willingness to adhere to the NMCAA Child & Family Development Program Guidance Policy.

Minimum Physical Expectations:

1. Physical activity that often requires keyboarding sitting, phone work and filing.
2. Physical activity that often requires extensive time working on a computer.
3. Physical activity that often requires car travel.
4. Physical activity that often requires lifting under 25 lbs.
5. Physical activity that sometimes requires bending, stooping, reaching, climbing, kneeling, and/or twisting.
6. Physical activity that sometimes requires pushing and/or pulling over 25 lbs. but not more than 50 lbs.
7. Physical activity that sometimes requires lifting over 25 lbs. but not more than 50 lbs.
8. Physical activity that never requires lifting of more than 50 lbs.

Minimum Environmental Expectations:

The Program Services Manager position operates in an office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The employee also uses a vehicle which exposes them to potential traffic dangers and exposure to weather conditions.