



Job Title:	Director of ERSEA and Family Services	Position Type:	Full-time
Reports To: Vice President of Early Childhood Advancement/Head Start Director			
Post Date:	September 2018	External Posting URL:	<a href="http://www.gracehill.org">http://www.gracehill.org</a>
Applications Accepted By:			
E-mail: <a href="mailto:tstallings@gracehillsettlement.org">tstallings@gracehillsettlement.org</a> and <a href="mailto:lstobbs@gracehillsettlement.org">lstobbs@gracehillsettlement.org</a>			
<b>Job Description</b>			
<p><b>Purpose of Position</b></p> <p>Perform the duties required to monitor activities conducted at Grace Hill Head Start and Early Head Start sites to meet compliance mandates defined by the Head Start Performance Standards, the Head Start Act of 2007, licensing and Policies and Procedures of Grace Hill Settlement House. Perform the duties to oversee recruitment, enrollment, selection of children eligible for the program, and wrap around services for enrolled families. Develop and monitor services budget(s).</p> <p><b>Role and Responsibilities</b></p> <ol style="list-style-type: none"> <li>1. Provides Managerial Oversight of the Head Start and Early Head Start ERSEA component (Enrollment, Recruitment, Selection, Eligibility and Attendance) and deliver of family services.</li> <li>2. Provides managerial oversight of the Family Mentors/Case Managers, including but not limited to file review, meeting licensing requirements, referral systems for families and children, provision of social services, and ERSEA systems.</li> <li>3. Serve as a resource to the staff at assigned sites in the areas of compliance and ERSEA.</li> <li>4. As needed, assist in the provision of parent training in areas such as community resources,</li> <li>5. Meet monthly with site managers to keep them abreast of new developments in the Head Start and Early Head Start Program on state, regional and national levels or program changes concerning Grace Hill Head Start.</li> <li>6. Generate and analyze reports as requested and use this information to implement strategies as needed to contribute to continuous quality improvements.</li> <li>7. Monitor and Complete monthly enrollment reports</li> <li>8. Ensure program is fully enrolled</li> <li>9. Ensure program has a viable wait list of future enrollees for center base and home base Head Start and Early Head Start.</li> <li>10. Work as part of the Head Start leadership team in long- and short-term program planning.</li> <li>11. Assist in the creation of procedures, documents, and other systems to maintain compliance with Program Performance Standards, licensing, and the Head Start Act of 2007.</li> <li>12. Travel to various Head Start locations in your own vehicle to complete monitoring activities and attend meetings.</li> <li>13. Assist in preparing proposals for Head Start and its support services.</li> </ol>			



14. Lead in the development and implementation of an on-going outreach/recruitment plan to reach and engage eligible families, including families of children with disabilities and homeless children.
15. Manage the EPC annual review process.
16. Perform other duties as assigned.

## **POSITION QUALIFICATION REQUIREMENTS**

### **Education**

*Required Education:* Bachelor's Degree in Human Services, Early Childhood, Social Work, Business or related degree.

*Preferred Education:* Master's preferred in Human Services, Early Childhood, Social Work, Business or related degree.

### **Experience:**

*Required:* 2 years of Head Start/Early Head Start management/administrative experience and/or experience in Head Start compliance, enrollment, and family services.

*Preferred:* 3 years of Head Start/Early Head Start management/administrative experience and/or experience in Head Start compliance, enrollment, family services and auditing.

***An Equal Opportunity/Affirmative Action***

***Services Provided On A Non-Discriminatory Basis***