



JOB DESCRIPTION

FAMILY DEVELOPMENT/ELIGIBILITY SPECIALIST

(FCCEN/ITP/EHS-CCP)

Under the supervision of the assigned child care services supervisor (Parent Services), the family development eligibility specialist (FCCEN/ITP/EHS-CCP) shall be responsible to:

1. Determine eligibility, selection, and enrollment of children birth to five years of age in the Family Child Care Education Network (FCCEN), Infant/Toddler Program (ITP), or Early Head Start - Child Care Partnership (EHS-CCP).
2. Implement policies and procedures applicable to the Head Start Program Performance Standards, the Head Start Act, section 645 (B) and (C); and the Terms and conditions as stipulated on the state Title 5 regulation and/or county child care and child development contracts.
3. Participate in recruitment plan and activities, including conducting outreach, recruitment and enrollment functions to ensure a waiting list of eligible applicants greater than number of enrollment opportunities is maintained.
4. Ensure that all recruitment materials remain updated and clearly indicate the program eligibility guidelines and documents required to determine eligibility for subsidized child care and EHS-CCP programs.
5. Explain program eligibility requirements and procedures to clients and child care providers, and assist applicants and recipients of subsidized child care and EHS-CCP in filling out applications and in completing other eligibility and enrollment related forms and documents.
6. Interview clients face-to-face to obtain required information, process applications, and verify information to ensure the eligibility determination is in compliance with state and federal regulations.
7. Assist with placement of children with EHS-CCP and FCCEN staff. Assist to ensure the placement and ratios by children ages and number of providers available are maintained in accordance with the Early Head Start-Child Care Partnership Information Memorandum and FCCEN Infant/Toddler program guidelines.
8. Maintain caseload of families enrolled in the EHS-CCP grant and state subsidized child care programs, including electronic and hard copy record of contacts, case histories, and other pertinent data as needed to ensure initial and continued eligibility of families
9. Review cases on a continuous basis to verify client status and eligibility. Case conference on a regular basis with the EHS-CCP family services support specialist and communicate eligibility status to ensure continued eligibility in the subsidized child care program.
10. Provide ITP information to parents for physical assessments, collect health data, make appropriate referrals, and ensure that follow-up is completed.
11. Schedule and participate in evening and weekend parent contacts. Meetings and workshops to accommodate parents' work schedules.
12. Track health services, child assessments and maintain these records for children enrolled in the Infant/Toddler Program.
13. Participate in staff meetings and training opportunities.
14. Accurately maintain, monitor, and submit required reports by established deadlines.
15. Participate in annual program self-evaluations and other program monitoring reviews.

16. Coordinate and plan, along with other infant/toddler program staff, four parent advisory committee meetings and four provider meetings per program year.
17. Assist in identifying child care needs in the county and in the development of and contracting with child care centers and homes.
18. Other duties as assigned.

EMPLOYMENT STANDARDS

Required Education and Experience:

- Minimum of an associate degree in sociology, child development, human services, psychology or related field; must include minimum *12 early childhood education/child development (ECE/CD) and three (3) infant/toddler units.
- *Minimum two (2) years' paid work experience in a position involving community or social work. This should include some experience in determining eligibility for a public assistance program, interviewing clients, and caseload management.
- * *If hired without the minimum 12 ECE/CD and three (3) infant/toddler units, the individual will be required to continue his/her education towards completing the required units within 12 months of hire as a condition of employment.*

Preferred Criteria: Fluent bilingual (English/Spanish) skills.

Knowledge and Abilities: Ability to effectively communicate in the English language both written and orally. Knowledge of social service functions or health activities. Knowledge of relevant public and private agencies. Familiar with and ability to use computer for the entering of client data and word processing. Ability to maintain accurate records. Ability to organize a number of simultaneous assignments. Ability to work independently and follow through on assigned duties. Ability to exercise sound judgment and initiative. Ability to work cooperatively with others. Ability to maintain confidentiality and be sensitive to all infant/toddler program families and family child care providers. Ability to speak before a group. Ability to work a flexible schedule.

Physical Abilities: Ability to see at normal distance. Ability to hear normal conversations and sounds. Ability to effectively use hands and fingers in the use of computer keyboard and for filling out required forms on regular and NCR paper. Will require heavy data entry for maintenance of assigned caseload (approximately 60% of work time is spent on computer).

License or Other Requirements: Must have access to a dependable auto with minimum appropriate insurance coverage, and possess a current valid California driver's license. Must submit to a job-pertinent, agency-paid pre-employment physical examination, negative tuberculosis test, and criminal record background checks. Employment is conditional pending satisfactory results of all required tests and background checks. Periodic physical examinations and TB clearances will be required if hired.

Family Development/Eligibility Specialist II

The following minimum experience and job proficiency is required to be hired as or promoted to a **family development/eligibility specialist II** and assigned the additional responsibilities noted below.

Experience: A minimum of three years' experience in case management for a California Department of Social Services subsidized child care and development program or Head Start program determining initial and continuing need, eligibility, and case management **or** minimum two years' experience and satisfactory performance as a CDR family development/eligibility specialist **and** met all identified core job proficiencies.

Additional Responsibilities: Assigned all cases regardless of complexity, including custody orders and complicated schedules; assist with new peer training.