



JOB DESCRIPTION

<u>TITLE:</u>	Early Education Program Assistant
<u>CATEGORY/DEPT:</u>	Early Education Programs; California Department of Education
<u>REPORTS TO:</u>	FCCHEN Program Manager
<u>REPORTING STAFF:</u>	No
<u>STATUS:</u>	Full-Time, Non-Exempt

AGENCY OVERVIEW:

Westside Children's Center (WCC) exists to give at-risk children and children living in poverty the foundation they need to increase their life choices and lead fulfilling lives. For over 25 years, WCC has been providing thousands of at-risk children and their families with critical, high-quality early education programs (including comprehensive Early Head Start services), family strengthening interventions, foster care and adoption services, and a range of vital, integrated services, including educational assessments, disabilities screenings, nutrition, dental and vision screenings, and pediatric health consultations.

JOB SUMMARY:

The Early Education Program Assistant works under the supervision of the FCCHEN Program Manager to actively recruit families eligible for early education services, support recruitment of licensed family childcare providers, provide clerical support to the California Department of Education eligibility and enrollment team, and provide consistent, professional coverage of the reception desk as needed.

ESSENTIAL JOB DUTIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required.

Support client and home child care provider recruitment efforts

- Implement client recruitment strategies, including but not limited to attending community resource fairs, distributing flyers, connecting with community partners, etc.
- Support WCC's high-quality licensed family child care provider recruitment efforts

Provide departmental administrative support

- Support enrollment and recertification processes: manage enrollment team calendars; schedule initial and recertification appointments for families; conduct employment verification; distribute recertification packets
- Enter all pertinent family demographic and child outcome data in Salesforce.com and other databases as needed
- Keep track of availability of early education slots; monitor waitlist/follow up on families' continued interest
- Assist with attendance administration

- Process family fees- invoices, credits and adjustments
- Send Notices of Action to families as needed
- Support weekly internal file reviews, monitoring follow-up items and communicating with relevant parties
- Provide receptionist coverage as needed (estimated 2 hours/day)

Other

- May be required to work evenings and weekends as needed
- Comply with all applicable federal, state and county regulations
- In accordance with our “team” philosophy, the person filling this position may occasionally be required to carry out or assist with other tasks in addition to the duties listed on this job description. Staff must believe in and act in accordance with both the Agency’s and the program’s mission statements.

Other duties as assigned

QUALIFICATIONS & EDUCATION:

- High school graduate
- Bilingual in English/Spanish - speaking and in writing required
- Ability to communicate effectively – verbally and in writing
- Customer service and/or recruitment/promotional experience preferred
- Pleasant, professional speaking manner on the phone and office experience; professional personal presentation
- Experience working with diverse groups and populations
- Basic computer skills required – Word, Excel, Software applications
- Ability to effectively organize and plan; strong organizational skills
- Self-starter; detail oriented
- Commitment to continuous development and quality improvement
- Flexible and collaborative with a demonstrated commitment to teamwork
- Be passionate about learning and curious about issues affecting children and families
- Dependable and reliable
- Able to thrive in a fast paced environment
- Fingerprint background clearance (DOJ, FBI & Child Abuse Clearance Index), or approved exemption
- Successful completion of pre-employment physical and PPD risk assessment
- Class “C” driver’s license, proof of insurance and access to reliable transportation required

Westside Children’s Center is an equal opportunity employer and encourages all applicants and seeks to hire qualified staff who reflect the rich diversity of the communities we serve. We define diversity in broad terms to include race, ethnicity, nationality, age, gender, religion, sexual orientation, gender identity and expression, disability, geography, socio-economic status and other unique attributes that make us who we are.

FOR CONSIDERATION:

- Send cover letter and resume to hr@westsidechildrens.org