



Head Start Eligibility and Health Services Coordinator

Early Childhood Options (ECO) seeks a **Head Start Eligibility and Health Services Coordinator** to assist the Head Start team with coordination of the Head Start program's eligibility, recruitment, selection, enrollment, and attendance. Additionally, this position will support enrolled families by coordinating and tracking required health screenings for program participants with community health providers to ensure Head Start program requirements are met. Both of these responsibilities are an integral part to the Head Start program's goals of providing access to high quality childcare, health services, and family support to families in our Summit County community.

The Head Start Eligibility and Health Services Coordinator must believe and exemplify the mission and vision for Early Childhood Options and Head Start to make this position successful. The Head Start Eligibility and Health Services Coordinator will:

- Understand, interpret, and explain federal Head Start Performance Standards related to the eligibility, recruitment, selection, enrollment, and attendance process; commonly known in Head Start as ERSEA.
- Understand, interpret, and explain federal Head Start Performance Standards related to health services, including the specified timeframes for each of the health screening that are required upon enrollment by program participants.
- Greet and welcome families as the first program contact from the point of program inquiry, and offer continued support through the application and enrollment process.
- Lead the eligibility and selection process for the Head Start team, by preparing recommendations based on the determined eligibility and selection criteria.
- Coordinate the Head Start team to review and verify eligibility for all completed applicants.
- Partner with Head Start team to support family enrollment in our Head Start Program.
- Coordinate various health services by communicating with community health providers to assist with scheduling and providing additional supports to the family to ensure completion of appointments.
- Maintain and complete accurate Head Start tracking sheets and database information related to eligibility, enrollment, and health services.
- Attend Head Start team meetings as well as community partner meetings.
- Work cooperatively with administrators, teachers, co-workers, and other early childhood professionals in the community.
- Develop and build relationships with community partners to streamline comprehensive health services for families.
- Engage in the Summit County Head Start Health Services Advisory Council meetings.
- Participate in local, regional, and national training as appropriate and as funding allows.
- Other duties as assigned.

Desired Qualifications:

- A minimum of an associate degree, BA or a BS preferred, from an accredited university or college in early childhood education, child development or related degree.
- A minimum of 2 years working with young children and/or families in a professional setting.
- Experience with Head Start programming and Head Start Performance Standards.
- Demonstrated knowledge of and experience in developing successful collaborations with community partners and/or families.
- Strong interpersonal organizational skills.
- Demonstrated ability to communicate clearly, both orally and in writing to various audiences both in English and in Spanish.
- Demonstrated ability to communicate using technology, including experience in data entry, data tracking, and pulling reports from a database.
- Successfully pass required background checks.
- Ability to work from our office setting, to be physically present in order to greet and meet with families that are seeking information or to apply for the Head Start program.
- Ability to work flexible hours, at times working outside of typical office hours to best meet family needs.

Additional: This is a full-time exempt position, working 32-40 hours per week. The salary range is \$20-\$25 per hour and salary commensurate with experience. Qualified candidates should submit a letter of interest outlining relevant experience and a resume to Noelle@earlychildhoodoptions.org. Please include "Head Start Eligibility and Health Services Coordinator" in the subject line. Candidates invited for an interview will be required to provide three (3) references, including one current professional reference. Applications will only be accepted via email. All permanent employment is dependent on the results of background checks.

*ECO follows all Public Health guidelines to protect staff and others during the COVID-19 pandemic. All persons accepting a position within Early Childhood Options will be required to provide valid proof of COVID-19 vaccination or qualify for medical or religious exemption.

Early Childhood Options is an equal opportunity employer, hiring and promoting staff, recruiting volunteers, and providing services to individuals without regard to race, creed, ethnicity, gender, gender expression, sexual orientation, marital status, military status, national origin, age, weight, height or physical ability.

For more information about Early Childhood Options, visit www.earlychildhoodoptions.org