

Job Title:

Early Head Start Data and Compliance/ERSEA Specialist - Chicago

Job Position:

Early Head Start

Organization:

YWCA Metropolitan Chicago

Email Address:

jcurry@getedhired.com

Website: www.ywcachicago.org

City/Area:

Chicago

State:

IL

Zip Code:

60602

Duties:

Job Title: EHS Data and Compliance/ERSEA Specialist

Supervised by: Early Head Start Director

Job Summary: The EHS Data and Compliance/ERSEA Specialist assists in the planning, development and implementation of the Enrollment, Recruitment, Selection, Eligibility and Attendance (ERSEA) Content Area. Also assists in monitoring, analyzing, and providing feedback concerning Content systems, information and budget items. In addition, develops and implements appropriate training and technical assistance.

Qualifications:

- AA degree, Education, ECE, Social Work or closely related field from an accredited institution; Bachelor's degree preferred
- Minimum three years of experience providing Head Start Enrollment Application, Recruitment and Attendance T/TA and consultation services to preschool programs
- Minimum three years of experience assisting in recruiting and working with low-income, culturally and linguistically diverse families
- Excellent fiscal and data management skills with advanced computer skills including Excel, PowerPoint, Word, Access
- Knowledgeable in data processing methods, information storage, Head Start Performance Standards and information retrieval techniques
- Ability to pass a health examination and a criminal background check
- A demonstrated ability to work independently, while prioritizing and managing multiple assignments simultaneously as needed
- Ability to travel locally and to work nights and weekends as needed
- Thrives in an environment in which collaboration, partnership and empowerment are the key cultural elements

Instructions:

Apply online at <http://ywcachicago.hrmdirect.com/employment/careersphp?>



YWCA Metropolitan Chicago



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www.yshop.org