



Child Care Resources Inc. Job Description

Job Title: EHS - CCP - ERSEA Specialist
Department: Early Head Start
Reports To: EHS Director
FLSA Status: Non-Exempt
Prepared Date: 11/28/16

SUMMARY

Processes eligibility applications per systems, procedures and policies established by the agency. Makes eligibility decisions that meet requirements of Federal Head Start Performance Standards and any local, state and/or agency policies. Coordinates recruitment efforts to help ensure ample wait list selection for all sites.

QUALIFICATIONS: 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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- Bachelor Degree in Social Work or related field.
- Prefer minimum of one year of related clerical/administrative experience, with strong emphasis on record keeping, tracking and contact with the public.
- Ability to prioritize, organize, problem solve and effectively handle multiple tasks.
- Strong organizational skills; sustained concentration with attention to detail and accuracy.
- Ability to communicate (verbal and written) effectively and appropriately with staff and families.

CCRI offers competitive salaries and a generous benefits package including health and retirement plans with an organizational match. To apply for a position, please forward resume, cover letter and salary requirements by mail to HR Manager, Child Care Resources Inc., 4600 Park Road, Suite 400, Charlotte, NC 28209, or send an email (with desired position in the subject line) to: humanresources@childcareresourcesinc.org.

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