



## CCRI Early Head Start – Child Care Partnership

### ERSEA Specialist

Reports to: EHS-CCP Director

Date: December, 2017

Child Care Resources Inc. (CCRI) works with families and communities to ensure that all children have access to high quality, affordable early learning and school-age opportunities and experiences which enable them to succeed in school and in life. Child Care Resources Inc. is seeking a full-time Early Head Start Child Care Partnership Director located in Charlotte. CCRI offers competitive salaries and a generous benefits package including health and retirement plans with an organizational match.

To apply for this position, please forward resume, cover letter, salary requirements and three professional references by mail to HR Manager, Child Care Resources Inc., 4600 Park Road, Suite 400, Charlotte, NC 28209, or by email (with position title in the subject line)

to: [humanresources@childcareresourcesinc.org](mailto:humanresources@childcareresourcesinc.org). This position will be posted on our website (<http://www.childcareresourcesinc.org/our-team/>) until filled. Child Care Resources Inc. is an equal opportunity employer. Child Care Resources Inc. does not discriminate on the basis of race, color, religion, sex, national origin, handicap, age, disability, veteran status or any other basis protected under federal, state or local laws.

#### **Summary/Objective**

Responsible for all aspects of Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) systems for CCRI's Early Head Start – Child Care Partnership (EHS-CCP), in order to provide effective access to the Early Head Start program for children and families. Manage and monitor all components of ERSEA including: eligibility; recruitment; selection; enrollment and attendance monitoring, following CCRI's ERSEA policies and procedures.

#### **Education**

Bachelor degree from an accredited college or university in Social Work, Social Services, Early Care and Education, or related fields.

#### **Work Experience**

Three years of experience in case management, preferably with experience determining program eligibility. Knowledge and experience in child care subsidy eligibility determination is ideal.