



POSITION OPPORTUNITY

Quality Systems Specialist for Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Parent, Family & Community Engagement Specialist (PFCE) & Home Base

Would you like to make difference in the lives of Orange County's most vulnerable children?

As a non-profit organization, Orange County Head Start, Inc. (OCHS) serves preschoolers, infants, toddlers, pregnant women and families throughout Orange County, including families on public assistance, children with disabilities, from homeless and foster families, and teen parents. OCHS's programs and services promote school readiness, early reading, science, mathematics, social skills and physical development. Through the additional support of comprehensive services, including health, nutrition, mental health and family partnership building, parents are empowered as leaders and advocates for their children's education, families' success, and betterment of the communities.

Implement monitoring process for Head Start and EHS home base, PFCE, and Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) for the grantee and delegate agencies. Interpret and provide guidance on the Head Start Program Performance Standards (HSPPS) and OCHS Service Area Plans, Policies and Procedures (SAPPPs). Act as a resource to provide compliance clarification on monitoring findings for home base, PFCE and ERSEA as required. Assist staff with the development of corrective action plans and strategies to address any areas of noncompliance, and conduct follow up with identified corrective steps. Provide technical assistance and training to staff in the areas of home base, PFCE and ERSEA as determined by monitoring and training needs analysis. Perform all required data management to ensure quality monitoring outcomes are tracked and available for planning. Develop and maintain effective relationships with grantee and delegate agency staff. Proactively research and stay abreast with all relevant changes in related content areas including: HSPPS, Head Start Act, OHS Monitoring Protocols, OCHS and delegate agency SAPPPs, Title 22, Title 5. Assist with implementation of the Safety Assistant Monitor (SAM) program. Assist with Health and Safety reviews of the grantee and delegate agencies. In partnership with other Quality Systems staff, participate as assigned in agency events and special projects including the annual Self-Assessment, Federal Reviews, staff trainings and unit projects.

Education requirements: Bachelor's degree in Early Childhood Education, Human Services or related field. Equivalent combination of education and experience may be considered. Bilingual Spanish is required. Basic math skills required. Intermediate computer skills required, including the ability to use word processing and spreadsheet software. Working knowledge of Head Start Home Base and the Home Visit Rating Scale (HOVRS) preferred.

Experience: Minimum of 5 years of related experience, preferably in Head Start or other educational or social services organization. We offer salary range of \$25.00 - \$26.50 per hour, excellent benefits and the opportunity to serve the most vulnerable children and families in Orange County.

Final filing date, September 26, 2018 at 5:00 p.m.

Apply now to join our team! Submit an application, resume and transcripts to:

Orange County Head Start, Inc.
2501 S. Pullman Street, Suite 100
Santa Ana, CA 92705

For further information and additional career opportunities, please visit the careers section on our website at www.ochsinc.org or call our Human Resources Department at 714-241-8920.

Fax 949-596-8291. EOE

ORANGE COUNTY HEAD START, INC.

EQUAL OPPORTUNITY EMPLOYER

JOB TITLE: *QUALITY SYSTEMS SPECIALIST*
(ELIGIBILITY, RECRUITMENT, SELECTION,
ENROLLMENT, ATTENDANCE (ERSEA) PARENT,
FAMILY & COMMUNITY ENGAGEMENT (PFCE) &
HOME BASE

JOB PURPOSE SUMMARY

Under general supervision, responsible for implementing Head Start and EHS Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) home base; Parent, Family, and Community Engagement (PFCE) monitoring for Orange County Head Start, Inc. (OCHS) grantee and delegate agencies, and providing related training and technical assistance.

ESSENTIAL JOB DUTIES

Implement monitoring process for Head Start and EHS home base, PFCE, and ERSEA for the grantee and delegate agencies.

Interpret and provide guidance on the Head Start Program Performance Standards (HSPPS) and OCHS Service Area Plans, Policies and Procedures (SAPPPs).

Act as a resource to provide compliance clarification on monitoring findings for home base, PFCE and ERSEA as required.

Assist staff with the development of corrective action plans and strategies to address any areas of noncompliance, and conduct follow up with identified corrective steps.

Provide technical assistance and training to staff in the areas of home base, PFCE and ERSEA as determined by monitoring and training needs analysis.

Perform all required data management to ensure quality monitoring outcomes are tracked and available for planning.

Develop and maintain effective relationships with grantee and delegate agency staff.

Proactively research and stay abreast with all relevant changes in related content areas including: HSPPS, Head Start Act, OHS Monitoring Protocols, OCHS and delegate agency SAPPPs, Title 22, Title 5.

Assist with implementation of the Safety Assistant Monitor (SAM) program.

Assist with Health and Safety reviews of the grantee and delegate agencies.

In partnership with other Quality Systems staff, participate as assigned in agency events and special projects including the annual Self-Assessment, Federal Reviews, staff trainings and unit projects.

NON ESSENTIAL JOB DUTIES

Perform similar and incidental duties as required.

JOB QUALIFICATIONS

Education: Bachelor's degree in Early Childhood Education, Human Services or related field. Equivalent combination of education and experience may be considered.

Experience: Minimum of 5 years of related experience, preferably in Head Start or other educational or social services organization.

JOB DESCRIPTION

THIS JOB DESCRIPTION INDICATES THE MAJOR DUTIES REQUIRED, BUT DOES NOT INCLUDE ALL THE DUTIES AND QUALIFICATIONS REQUIRED OF AN EMPLOYEE

JOB CODE: Pay Grade 4

EXEMPTION STATUS: EXEMPT

Knowledge: Working knowledge of Head Start Program Performance Standards and other applicable laws; policies and procedures related to the implementation of Head Start programs. Working knowledge of Head Start Home Base and the Home Visit Rating Scale (HOVRS) preferred.

Language Skills: Excellent oral and written communication skills are required to work effectively with all levels of the organization. Bilingual Spanish is required.

Math Skills: Basic math skills; ability to calculate figures and amounts, including addition, subtraction, multiplication, division and percentages.

Other Skills: Intermediate computer skills including the ability to use word processing, spreadsheet software packages and email; must be able to prioritize and manage multiple tasks to meet stringent deadlines.

Abilities: Ability to work in a team oriented environment; build collaborative work relationships, and work effectively with others; analytical ability with great attention to detail.

Other Requirements: Must have a valid California driver's license and proof of insurance for driving to centers, meetings and training venues and successfully comply with OCHS's requirements relative to fingerprinting and criminal background checks.

REPORTING RELATIONSHIP

Reports to Director of Program Planning, Development and Quality Systems.

MAJOR BUSINESS / PROFESSIONAL CONTACTS

Frequent contact with OCHS managers and staff to answer questions regarding HSPPs, SAPPPs, monitoring findings and compliance updates.

WORKING AND ENVIRONMENTAL CONDITIONS

Typically functions in an office setting with frequent travel to centers and delegate agencies.

PHYSICAL DEMANDS

Typically requires sitting for long periods of time for computer data entry and report writing.

Print Name

Signature

Date