



Orange County Head Start, Inc. Career Opportunity

ERSEA Community Outreach Advocate

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.

Under the general supervision of the ERSEA Manager, the Community Outreach Advocate (COA) is responsible for recruiting, determining eligibility, and enrolling families in the Head Start or Early Head Start program by actively participating in ongoing community recruitment events and collaborations. Candidate must be able to engage potential participants by answering questions, providing information and referring them to resources available within the agency and community. Perform door-to-door recruiting of participants, prepare flyers and distribute house-to-house, to local businesses, and other community facilities. Participate in recruitment events in the community. Have strong, organization and accuracy skills. Determine eligibility status of applicants by verifying and calculating intake information and accurately completing eligibility forms to prioritize children on the waitlist.

Ability to provide excellent customer service to prospective clients, answer multiple phone calls, and capable of working with a multi-cultural population. Schedule appointments and meet with clients to complete enrollment paperwork. Capable of being a lead at enrollment fairs and complete multiple enrollment packets during major enrollment periods and throughout the school year. Manage assigned caseload; travel to and from various centers frequently to collect eligibility paperwork and meet with clients. Track and complete daily/weekly/monthly statistical enrollment reports and implement a plan of action to ensure full enrollment. Availability to work overtime on evenings and weekends based on Agency needs.

Education/Experience: High school diploma or equivalent and eighteen college units in psychology, sociology, social work, or math. Bachelor degree preferred. Related experience may be substituted for educational requirements.

Other Requirements: Bilingual Spanish or Vietnamese required.

We offer an hourly wage of \$18.74 to \$21.11, depending on education, and excellent benefits, in addition to the opportunity to serve vulnerable children and families in Orange County.

Final filing date: Until filled

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

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