



Early Head Start ERSEA Assistant, All Our Kin New Haven, CT

All Our Kin, Inc., is a nationally-recognized, non-profit organization that trains, supports, and sustains community child care providers to ensure that children and families have the foundation they need to succeed in school and in life. We are searching for enthusiastic team players who are looking to make an impact and are excited about being a part of an effective, growing and dynamic non-profit organization.

We are seeking an ERSEA (Eligibility, Recruitment, Selection, Enrollment, and Attendance) Assistant to join our Early Head Start (EHS) team. This part-time position will include an average of 20 hours per week. The ERSEA Assistant works closely with the EHS Family Advocate and the multidisciplinary Early Head Start team. The ERSEA Assistant will work out of All Our Kin's New Haven office.

Responsibilities and Learning Objectives:

The ERSEA Assistant will:

- Partner with the Family Advocate to meet all aspects of Head Start's ERSEA requirements.
- Implement timely application processing.
- Conduct Eligibility Interviews with applicants to ensure complete and correct information on the Eligibility Application.
- Obtain confidential and pertinent information from families for data entry into applicant record.
- Provide frequent in-person, phone and written contact with staff and families, often involving sensitive and/or confidential information in regard to ERSEA processes.
- Provide appropriate information and referrals to waitlisted families, with a focus on resources for currently homeless families awaiting placement.
- Process EHS eligibility verifications and placements.
- Document all communications regarding application in the applicant record on COPA.
- Input application data into online filing system (COPA).
- Maintain wait lists for accurate selection of the families.
- Maintain filing systems and eligibility files for all enrolled, previously enrolled and waitlisted applicants. Ensure files are accurate and accessible for both processing and annual audits.
- Process requests for records made by parents, staff or other agencies (Birth to Three, DCF, etc.) ensuring consent forms are signed and checking ID as necessary.
- Support all EHS families to complete and submit Care for Kids applications.
- Maintain files of all families' Care for Kids paperwork.
- Update and submit monthly Care for Kids summary report to EHS Director.
- Form and maintain working relationships with outside agencies to facilitate both recruitment and services to enrolled and waitlisted families.
- Attend recruitment events in the community.
- Attend meetings and training as required.
- Perform other ERSEA-related duties as assigned.

Ideal candidates will:

- Be bilingual in English and Spanish.
- Have at least two years of prior experience in family services, community programs, Head Start or Early Head Start, and/or family child care.
- Possess excellent interpersonal and communication skills with team and families.
- Respect and value families' cultural knowledge and experiences.
- Prioritize and promote equity, diversity and inclusion in every aspect of your work.
- Actively work to combat systemic racism and injustice internally and externally.
- Be flexible and open to continuous learning.
- Have a keen eye for detail and the ability to multitask.
- Prioritize, organize, problem solve and effectively handle multiple tasks in a timely manner.
- Possess strong organizational skills.
- Work well as part of a team as well as individually.
- Be self-directed and self-motivated.
- Be computer literate and excited about acquiring new technology skills.
- Be familiar with the COPA online filing system.
- Be comfortable working with adults, children, and community agencies.
- Believe in All Our Kin's and Head Start's mission, values and model.

Benefits of working with All Our Kin:

All Our Kin's small size, focus on innovation, and collaborative model of program development make it possible for team members to get a close look at the workings of a small, high-impact nonprofit organization on the cusp of two critical issues: job creation and child care.

This position offers an opportunity to work with a multidisciplinary team of skilled professionals who are committed to improving health among children and families in the greater New Haven community. We offer a competitive hourly rate and flexible hours.

All Our Kin is an equal opportunity employer and recognizes that diversity and opportunity are fundamental to children's lives and to our work. **Send resume and cover letter by email to:** job.vmh2t@allourkin.recruitee.com