



We need you with your talents and abilities to help eliminate the effects of poverty, to make our community a better place to live, and to help people obtain knowledge and skills to achieve self-reliance and economic stability.

Job Title:	Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA) Services Content Specialist
Position Type:	Regular, full-time, non-exempt level
Department:	Madera Head Start
Salary Schedule:	Range 25.0 (\$22.68 - \$27.64 hourly)
Position Summary:	Under the immediate supervisor's direction, directs the operation of a multicultural, comprehensive early childhood education program designed to meet the needs of low income children and their families. Oversees and supervises the ERSEA (Eligibility, Recruitment, Selection, Enrollment and Attendance) component area for the Regional, Early and Migrant Head Start programs and State Migrant Program for compliance with Performance Standards, program policies and procedures and state regulations.

Minimum Qualifications:

EDUCATION / EXPERIENCE:

- Bachelor's Degree with a major course work in Child Development, Social Work or related field in human services.
- Three (3) years of experience working in community services, social work, family practice, or related field.

LICENSES / CERTIFICATES / PERMITS:

- Valid Class C California Driver's License

ABILITY TO:

- Speak, read and write Spanish is required.
- Assist in the development and implementation of staff development and in-service programs.
- Communicate effectively, orally and in writing.
- Establish and maintain effective working relationships with a variety of individuals and groups.
- Remain calm in stressful situations.

- Identify and analyze complex problems and recommend viable solutions.
- Plan, organize, and implement approved training programs.
- Understand and carry out oral and written directions and information.
- Work effectively with all socioeconomic and cultural backgrounds.

KNOWLEDGE OF:

- Basic principles and techniques of Head Start Management and Performance Standards.
- Research and reporting methods, techniques, and procedures.
- Public relations techniques.
- Modern office procedures, methods, and equipment including computer software and hardware.
- Child day care licensing requirements.
- Adult learning theory and effective methods of staff development.
- Appropriate methods of training, program planning, group facilitation, and instructional techniques.
- Effective management and administrative techniques regarding planning, budgeting, program implementation and modification, purchasing and contract administration.
- Principles of supervision, training, and performance evaluation.

General Physical Requirements:

- Medium work: exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Selection Process:

Only applicants who meet the qualification standards of this position by the application filing will be allowed to participate in the examination process. Requests for a special accommodation to participate in the selection process should be made at the time you are contacted to schedule an interview. The selection process may include skill set testing, first and second round panel interviews. This position is open until filled.

Compensation and Benefits:

- Retirement: CAPMC's retirement plan is a 403(b) plan. Employees are eligible to make elective contributions to their 403(b) plan upon employment. Employees can participate in employer's contribution.
- Health Insurance: CAPMC provides eligible employees insurance coverage for medical, dental, vision and life through various policies.
- Employee Assistance Program: CAPMC offers an employee assistance program for employees and dependents that provides counseling and services when dealing with life's challenges.

General Information:

Applications may be obtained from CAPMC's website www.maderacap.org, visit 1225 Gill Ave Madera or calling the Human Resources Office at (559) 673-9173. Applicants must be submitted to the CAPMC's Human Resources Office.

The CAPMC is an equal opportunity employer. CAPMC provides equal employment opportunity to all persons regardless of race, national origin, religion, color, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, transgender, sex stereotyping, age, sexual orientation, military status, veteran status, and any status protected by applicable federal, state and local laws.

Appointment will be contingent upon passing a pre-employment alcohol and drug screen, fingerprint clearance and reference checks, pre-employment physical, immunization requirement, and TB test is required for Head Start budgeted positions.

Affirmative Action / Equal Employment Opportunity / Drug Free Employer