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| Job Title: | **Early Head Start Recruitment and Health Specialist (R&H)** |
| Department: | **Child & Family Development** |
| Reports to: | **Program Services Coordinator (PSC)** |
| Grade: | **EC** |
| Supervises: | **N/A** |
| FLSA Status: | **Non-Exempt** |
| Prepared by: | **EHS Program Manager** |
| Date: | **March 30, 2021** |
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| Purpose:To promote and recruit for the NMCAA Early Head Start home based program with the purpose of ensuring full enrollment and to maintain up to date child health records in ChildPlus by assisting enrolled families in meeting all required health screenings and follow-up either directly or through support to the Child Family Specialist along with inputting all data directly in ChildPlus to provide real time data. |
| Position Objectives:* To represent the NMCAA agency in a professional, friendly, and caring manner.
* To ensure full enrollment of the NMCAA Early Head Start home based program.
* To secure completed Early Head Start home based health requirements, health follow up and documentation within required time frames, directly entering them into ChildPlus.
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| Essential Functions:*Eligibility, Recruitment, Selection, Enrollment and Attendance* * Conduct an in-person interview with each family interested in applying for the NMCAA Early Head Start home based program (Interviews will be completed in the home of the applying family, unless doing so is not possible or convenient for the family).
* Ensure that applications, documentation, and eligibility information meet all HSPPS guidelines.
* Create and maintain program waitlists and connect with the Program Services Coordinator to ensure full enrollment.
* Track and follow-up on all incomplete applications.
* Ensure that information in ChildPlus accurately reflects eligibility and recruitment results.
* Maintain and update Early Head Start home based waitlists quarterly.
* Promote all NMCAA 0-5 program options through conducting agency mailings, development of media efforts, attending collaborative meetings and conducting other personal contact with referring agencies as needed.
* Serve as a lead public relations person for the NMCAA Early Head Start home based program.

***Child Health and Safety**** Team with the Early Head Start Child Family Specialists to assist families in meeting required health screenings and follow up, to support families in addressing barriers to meeting these requirements and identify common gaps in service and barriers to success.
* Secure completed Early Head Start home based health requirements, health follow up and documentation within required time frames by communicating with enrolled families, Child Family Specialists, and health related agencies.
* Input Early Head Start health requirements, screenings, and health follow-up documentation along with family health notes directly into Child Plus, to ensure health results are accurately reflected.
* Use ChildPlus health and recruitment reports to guide daily work.

***Community Partnerships**** Promote the NMCAA 0-5 programs and events and act as a program liaison to the professional community.
* Represent NMCAA and serve as an active collaborative member of each assigned county’s Early Childhood Workgroup and other committees identified in partnership with your PSC.
* Develop and maintain working relationships and ongoing communications with local health departments, medical practices, and dental offices.

***Management Systems and Procedures**** Secure collaborative agreements with community partners.
* Participate in professional development growth opportunities as specified by your professional development plan and determined in collaboration with your PSC.
* Establish an ongoing communication system with your PSC to ensure supervisory support when any concerns arise.
* Attend monthly recaps, required staff trainings, Early Head Start and community meetings to discuss trends in families and assigned communities and coordinate health information sharing.
* Adhere to work schedule as required, adjusting when necessary to ensure that allotted weekly work hours are not exceeded (recruitment activities may require evening and weekend hours).
* Perform other incidental and related duties as required and assigned.
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| **Measured by:****The accuracy and timeliness of completed work.*** Completed health requirements obtained within required time frames as captured in ChildPlus reports.
* Application appointments scheduled within 48 hours of referral.
* Accurate completion of applications in accordance with the HSPPS and NMCAA program standards.

**The quality of services provided.*** Feedback from agency leadership, staff, community partners and families.
* The ability to represent the agency professionally in service to families and the larger community.
* Flexibility to adjust to situations and react as necessary for the betterment of the agency.
* Continued progress towards professional development goals.
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| **Minimum Education:*** Bachelor’s degree in social services, health field, or equivalent experience preferred.
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| **Minimum Experience:*** Prior experience working with low income/at-risk families.
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| **Essential Abilities:*** Ability to perform physical tasks to carry out specific job duties as outlined.
* Ability to meet the State of Michigan and Federal background check requirements.
* Ability to meet the State of Michigan physical and TB examination requirements.
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| **Minimum Skills and Qualities Required:*** A commitment to the NMCAA philosophy, mission, and the Cornerstones of Culture along with a willingness to adhere to the NMCAA Child and Family Development Program Guidance Policy.
* Demonstrate a strength-based approach in working with families.
* Possess effective written and interpersonal communications skills necessary to partner cooperatively with coworkers, families, other agencies and health entities.
* Strong organizational skills with the ability to plan, organize, prioritize, and multitask to work efficiently and effectively.
* Knowledge of basic computer skills and office equipment.
* Dedication and adherence to confidentiality.
* Commitment to engaging in positive interactions with co-workers and clients in a non-judgmental, tactful, and courteous manner.
* Ability to suggest innovative approaches in completing job responsibilities.
* Desire and ability to work openly and cooperatively as a team member.
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| **Minimum Physical Expectations:****Physical activity that often involves or requires the following:*** Keyboarding, sitting, phone work and filing.
* Extensive time working on a computer.
* Car travel.
* Lifting under 25 lbs.
* Bending, stooping, reaching, climbing, kneeling and/or twisting.
* Pushing and/or pulling over 25 lbs. but not more than 50 lbs.

**Physical activity that sometimes requires the following:*** Lifting over 25 lbs. but not more than 50 lbs.
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| **Minimum Environmental Expectations:*** Routine use of standard office equipment such as computers, phones, copiers, filing cabinets and fax machines.
* Possible exposure to blood and bodily fluids.
* Possible exposure to communicable diseases.
* Exposure to potential traffic dangers and varying weather conditions when conducting work related travel.
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