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| Job Title: | **Recruitment & Health Specialist** |
| Department: | **Child & Family Development** |
| Reports to: | **Head Start Program Services Manager** |
| Grade: | **EC** |
| Supervises: | **N/A** |
| FLSA Status: | **Non-exempt** |
| Prepared by: | **Cindy Buss** |
| Date: | **January 26, 2021** |
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| Purpose:To promote and recruit for NMCAA Child Development programs as well as Collaborating Partners with the purpose of ensuring full enrollment. As well as assisting & documenting NMCAA Head Start and NMCAA GSRP families in meeting all required health screenings and follow up. |
| Essential functions:* Ensure that applications, documentation, and eligibility meet all local and federal guidelines.
* Create and maintain waitlist and connect with teachers & coaches to ensure full enrollment. Track and follow- up on all incomplete applications. Request IEP information and Medical Follow up information as needed.
* Promote NMCAA Head Start and NMCAA GSRP programs, as well as Collaborative Partners through conducting agency mailings, development of media efforts, attending collaborative meetings and conducting other personal contact with referring agencies as needed. R&H staff is a lead public relation person for NMCAA Head Start and NMCAA GSRP programs as well as joint recruitment community partners.
* Team with NMCAA Child Development staff, local GSRPs, and the local Intermediate School District to promote program goals. Attend local joint recruitment GSRP meetings and follow joint recruitment procedures and timelines as directed.
* Develop and maintain working relationships and ongoing communications with local health departments, medical practices, and dental offices.
* Secure completed NMCAA Head Start and NMCAA GSRP health requirements, health follow up and documentation within required time frames. Communicate with families through phone calls and/or mailings as needed.
* Conduct hearing, vision, hematocrit, and blood pressure screenings as needed. Ensure that families receive screening results in a timely manner.
* Communicate with teachers and coaches regarding Head Start/GSRP health and licensing requirements.
* Work closely with the Health / Data Management Coordinator to ensure that ChildPlus effectively reflects health and recruitment results. Use the health and recruitment reports to guide and track daily work. Scan and store screening and documentation electronically as directed in ChildPlus.
* Performs other incidental and related duties as required and assigned.
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| Position Objectives:* To represent the agency in a professional, friendly, and caring manner.
* To ensure full enrollment of NMCAA Head Start, NMCAA GSRP and Collaborative Partners.
* To secure completed NMCAA Head Start and NMCAA GSRP health requirement, health follow up, and documentation within required time frames.
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| **Measured by:*** The ability to represent the agency professionally and efficiently serving applicants and enrolled families.
* Cooperation with and feedback from applicants, enrolled families, collaborative agencies, and co-workers.
* Accuracy & timeliness of completed applications.
* Completed health requirement percentages obtained within time frames as captured in ChildPlus reports.
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| **Minimum Education:*** Bachelor’s degree in social services, health field, or equivalent experience preferred.
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| **Minimum Experience:*** 2 years’ prior experience working with low income/at-risk families.
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| **Essential Abilities:*** A commitment to the NMCAA philosophy and mission.
* Ability to maintain confidentiality.
* Ability to interact positively with co-workers and clients in a non-judgmental, tactful, and courteous manner.
* Ability to suggest innovative approaches in completing job responsibilities.
* Ability to work openly and cooperatively as a team member.
* Ability to perform physical tasks to carry out specific job duties.
* Ability to plan, organize; prioritize and multitask.
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| **Minimum Skills Required:*** Ability to partner cooperatively with other agencies, GSRP partners, the Intermediate School District and health entities.
* Effective written and interpersonal communications skills.
* Strong organizational skills with the ability to work efficiently and effectively.
* Willingness to adhere to the NMCAA Child & Family Development Program Guidance Policy.
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| **Minimum Physical Expectations:*** Physical activity that often involves keyboarding, sitting, phone work and filing.
* Physical activity that often requires extensive time working on a computer.
* Physical activity that often requires car travel.
* Physical activity that often requires lifting under 25 lbs.
* Physical activity that often requires bending, stooping, reaching, climbing, kneeling and/or twisting.
* Physical activity that often requires pushing and/or pulling over 25 lbs. but not more than 50 lbs.
* Physical activity that sometimes requires lifting over 25 lbs. but not more than 50 lbs.
* Physical activity that sometimes requires lifting of more than 50 lbs.
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| **Minimum Environmental Expectations:*** The Recruitment and Health Specialist position operates in an office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.  The employee is frequently exposed to noise. The employee also uses a vehicle which exposes them to potential traffic dangers and exposure to weather conditions.
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