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| Job Title: | **Recruitment & Health Specialist** |
| Department: | **Child & Family Development** |
| Reports to: | **ERSEA and Health Manager** |
| Grade: | **EC** |
| Supervises: | **N/A** |
| FLSA Status: | **Non-exempt** |
| Prepared by: | **Alicia Temple** |
| Date: | **11/2/22** |
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| Purpose:To promote and recruit for NMCAA Child Development programs as well as community partners with the purpose of ensuring full enrollment. Assist Head Start and GSRP families in meeting all required health screenings and follow-ups. |
| Essential functions:* Support the mission and vision of NMCAA
* Team with NMCAA Early Childhood Programs staff to promote and recruit enrollment in accordance with the program recruitment Plan.
* Work 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.
* Complete applications with families, in accordance with the Head Start Program Performance Standards and GSRP Implantation Manual. Track and follow- up on all incomplete applications.
* Attend annual income and eligibility training, recruitment and health meetings, and other activities as directed by the ERSEA and Health Manager.
* Work closely with the Health / Data Management Coordinator to ensure that ChildPlus effectively reflects recruitment results. Scan and store documentation electronically as directed in ChildPlus.
* Ensure that applications, documentation, and eligibility meet all local and federal guidelines.
* Request IEP information from local ISD and Medical Follow up information from health care providers as needed.
* Develop and maintain working relationships and ongoing communications with local health departments, medical practices, and dental offices.
* Conduct hearing, vision, hematocrit, and blood pressure screenings as needed. Ensure that families receive screening results in a timely manner.
* Communicate with teachers regarding Head Start/GSRP health and licensing requirements.
* Secure completed NMCAA Head Start and NMCAA GSRP health requirements, health follow up, and documentation within the required time frames. Communicate with families through phone calls and/or mailings as needed.
* 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.

***Personal and Professional**** Maintain professional and personal confidentiality.
* Utilize the payroll system to meet employment requirements.
* Adhere to an established work schedule with the understanding that flexibility is necessary to meet all assigned job requirements.
* Utilize the ChildPlus system.
* Maintain an Outlook calendar that is accessible to staff.
* Maintain an Employee Center File, including employee health requirements and certifications.
* Participate in professional growth opportunities, including obtaining at least 16 hours of training each year, following Head Start, State of Michigan Child Care Licensing, and Great Start to Quality requirements. Maintain up-to-date records on MiRegistry.
* Meet on a regular basis to recap job requirements and professional development ERSEA and Health Manager.
* Attend all required training, meetings, and recaps, on time, prepared, and ready to participate.
* Report to LARA within 3 business days after arraignment or conviction of 1 or more crimes as described in the State of Michigan Licensing Rules for Child Care Centers.
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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 community partners.
* To secure completed NMCAA Head Start and NMCAA GSRP health requirements, health follow-up, and documentation within the required time frames.
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| **Measured by:*** The accuracy and timeliness of completed work.
* The quality of services provided.
* Cooperation and feedback from families and colleagues.
* The ability to represent NMCAA professionally in service to families and the larger community.
* Performs job duties in accordance with agency policies and procedures.
* Adheres to NMCAA employee performance review expectations based on the Cornerstones of Culture, Working Habits, Job Performance, and Personal Goals.
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| **Minimum Education:*** High School Diploma
* Associates Degree or higher in Early Childhood Education, Human Services, Health Field, or similar, desirable

**Additional Qualifications Required:*** Be at least 21 years of age.
* Pass a comprehensive background check.
* Ability to meet the State of Michigan and federal health requirements (medical clearance, mental wellness, and TB examination).
* Be suitable to meet the needs of children.
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| **Minimum Experience:*** Prior experience working with vulnerable populations.
* Experience working in a team environment.
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| **Essential Abilities:*** Commitment to the NMCAA Mission and Vision.
* Commitment to the Program Philosophy.
* Adhere to and promote the Cornerstones of Culture.
* Maintain confidentiality.
* Interact positively with colleagues and clients in a non-judgmental, tactful, and courteous manner.
* Suggest innovative approaches to completing job responsibilities.
* Work openly and cooperatively as a team member.
* Ability to plan, organize and prioritize.
* Willingness to seek further training and education.
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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 communication skills.
* Basic computer skills and experience with internet access, web-based software, e-mail, and knowledge of office equipment.
* 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 requires lifting 50 lbs. or more.
* Physical activity that requires bending, stooping, reaching, climbing, kneeling, and/or twisting.
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| **Minimum Environmental Expectations:*** The Recruitment 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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