

# Human Resources Department Pueblo of Santo Domingo



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## JOB ANNOUNCEMENT

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**POSITION TITLE: ERSEA Specialist**

**SALARY RANGE: \$24.04-\$26.04**

**DEPARTMENT: ECLC**

**POSITION STATUS: Full-Time**

**# of Positions: 2**

**PERIOD TO APPLY: 02/05/2024-02/29/24**

**FLSA STATUS: Exempt**

**SUPERVISOR: ECLC Director**

**JOB POSTING ID: ECLC-26240**

*Santo Domingo Pueblo exercises Indian Preference in employment opportunities but otherwise supports non-discrimination on the basis of age, sex, religion, disability, color, race, or national origin, except where required by bona fide business necessity.*

### **BASIC PURPOSE:**

To apply professional expertise and oversight in the ERSEA (Enrollment, Recruitment, Selection, Eligibility, and Attendance) Department, ensuring that the Santo Domingo Early Childhood Learning Center complies with all regulations per Performance Standards. Analyze, plan, and implement enrollment systems, policies, and procedures for the ECLC and the Pueblo. Ensure monitoring, agency collaboration and tracking of enrollment services. Build relationships with tribal programs to collaborate and provide needed services, referrals, and resources to families. The primary responsibility is to recruit families into the SD ECLC program and ensure they meet the eligibility and selection criteria; are accurately enrolled in the program and monitor children(s) attendance.

### **TYPICAL FUNCTIONS:**

*This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.*

- Analyze community assessment information and facilitate planning efforts to determine design options, recruitment efforts and enrollment guidelines for Head Start (HS)/ Early Head Start EHS).
- Provide input and solutions to develop and or revise the agency's ERSEA systems, policies, and procedures. Develop, oversee, and facilitate ERSEA Committee.
- Evaluate, design, and monitor systems to process enrollment applications, including determination of eligibility and selection criteria. Confirm eligibility for new and participating families.
- Provide information, referral and coordinating efforts to link staff and families with appropriate childcare resources, including but not limited to: Health Clinic, WIC, Housing, Social Services, etc.
- Oversee processing applications for accuracy and timeliness.
- Prepare and distribute timely reports and tracking regarding ERSEA updates.
- Develop systems, database, files, etc. to ensure security of data.
- Involved with strategic planning processes by utilizing the community assessment and internal data.
- Meet with Director, administration team, and staff to assure program consistency of ERSEA.
- Prepare monthly report and submit it to the Director.
- Participate in annual audit, as necessary.

- Monitor to ensure compliance related to funded enrollment, slot tracking, and attendance. Submit monthly reports on HS Enterprise System and to Director.
- Develop and monitor the implementation of any corrective actions to ensure compliance with Head Start policies and procedures and promote data-driven continuous improvement processes.
- Participate in leadership role in the agency annual self-assessment.
- Ensure the ERSEA department maintains records and data in a confidential manner.
- Oversee student and family record policies and implementation including responding to subpoenas and other record requests.
- Lead, conduct and complete Program Information Report (PIR).
- Design and deliver training to staff, community partners and parents on database documentation, eligibility and Family and Community issues related to ERSEA regulations, policies, and procedures.
- Assist in planning and evaluating the continuous improvement of the ERSEA and family/community engagement aspects of current and new HS/EHS programs.
- Support in writing of grants and the SD ECLC administration and staff to implement a holistic mental health framework.
- Ability to exercise professional judgement in evaluating before making decisions.
- Must be able to high-level critical think and problem solve to mitigate any potential programmatic issues, concerns and opportunities and can support the Vision and Mission and create systems that support the quality of the program.
- Must be highly motivated and a self-starter.
- Ability to respect the dignity of each family, culture, custom, and belief.
- Ensures strict staff, child, and family confidentiality, following the Pueblos and SD ECLC's Code of Ethics and Confidentiality.
- Work independently and interdependently and maintain a schedule that supports colleagues, children, and families.
- Utilize relationship-based approach and coaching approaches in skill building with families and staff.
- Ability to understand regulations, handbooks, and policies pursuant to Head Start Performance Standards and to meet compliance with all the program, pueblo, state and federal rules, regulations, policies, and procedures.
- Must be flexible, not an 8 to 5 position, and not an all-day desk job, must be willing to spend time in classrooms, playgrounds, home-visits, bus, and community canvassing, etc.
- Perform other duties as assigned.

## **REQUIRED COMPETENCIES**

- **Integrity / Honesty**  
All Santo Domingo Pueblo employees must operate in an ethical manner by following all Santo Domingo Pueblo policies and procedures relating to confidentiality, federal HIPAA guidelines, and proper behavior between staff, residents, parents, and vendors. Incumbent must conduct oneself above the appearance of doing something wrong.
- **Teamwork**  
All Santo Domingo Pueblo employees must be competent in working effectively with department members and members of other departments to resolve common issues or problems as well as listening to and seeking others' perspective on how to complete assignments. Keeps others informed and up to date about tasks, progress, or projects.
- **Goal and Task Management**  
Incumbent in this job needs to be able to plan, prioritize, set goals, establish standards, coordinate tasks, show concern for deadlines, and track progress with respect to personal performance.
- **Decisiveness**  
Incumbent in this position must be able to successfully determine and initiate a course of action. Incumbent must require the consideration of multiple options, information sources, and development of contingency plans.
- **Vision**  
Incumbent in this position must have the ability to gain an understanding of where an organization is headed considering internal and external trends and influences.

## **MINIMUM QUALIFICATIONS:**

- Minimum Requirement is a bachelor's degree in Family Studies and/or Family Administrative Services, Social Services, Early Childhood, Child and Family Studies or a closely related field. Three Years experience in Early Childhood Education (HS/EHS Preference) and working with parents of the Head Start community.
- Experience working with confidential cases; case management, parent education.
- Must have excellent written and verbal communication skills.
- Advanced computer literacy including database management, spreadsheet, word processing, internet, email.
- Excellent diagnostic and critical thinking skills.
- Knowledge of Head Start Performance Standards, philosophy, and mission desirable.
- Must collaborate with the community and other available resources.
- Physical requirement of occasional bending, stooping, and lifting up to 50 lbs., regular sitting, working at computer keyboard and desk, standing to file misc. documents in filing cabinet.
- Must exercise care and compassion in decision making and maintain objectivity.
- Must have a willing attitude to be a part of the school team and strong sense of professionalism.
- Must obtain all mandated training that meet the OHS criteria and/or the Pueblo and program (i.e., food handler's certificate, CPR/First Aid, OSHA, etc.).
- Must satisfactorily pass a criminal background check and drug screening and must obtain a physical exam within 30 days of hire.
- **Must be 21 years of age for insurance purposes.**
- Must have a valid driver's license with ability to meet Santo Domingo Pueblo's liability insurance requirements and maintain eligibility for insurance.
- Covid-19 vaccination required. Reasonable accommodation considered.

## **HOW TO APPLY**

Please submit a complete application packet.

- By email: HR@kewa-nsn.us
- ○Subject line: **ERSEA Specialist – [Your Name]**
- By mail: Santo Domingo Pueblo Human Resources, PO Box 127, Santo Domingo NM 87052
- By fax: (505) 715-4416 attn: Human Resources
- In person: Human Resources Department, 116 San Ildefonso St, Santo Domingo NM 87052

Incomplete application packets may delay or exclude consideration of your application. A complete application packet includes the following:

- Santo Domingo Pueblo Employment Application
- Cover Letter
- Resume