



## **ADMINISTRATIVE ASSISTANT/ ENROLLMENT COORDINATOR- PART TIME**

### **Grail Family Services**

#### **Job Description**

**Job Title:** Administrative Assistant/Enrollment Coordinator

**Salary Range:** DOE

**Program:** Grail Family Services (GFS) Learning Academy

**Reports to:** Facilities Manager

#### **BACKGROUND**

Grail Family Services is an established, well-respected nonprofit organization that has been serving families with young children in East San Jose for almost 20 years. Our mission is to partner with families, schools and communities to promote children's success and well-being. We serve more than 2000 families annually through our quality, results-oriented programs for parents and children, and through our professional development of child care providers and preschool, kindergarten to 3<sup>rd</sup> grade teachers. Our clients are primarily low income, Latino families with children 0-8 years of age.

#### **WORK ENVIRONMENT**

At GFS, we promote a work environment that reflects our core values in the way we treat our clients and each other. Our core values are: Respect, Collaboration, Integrity, Inclusion, Family, and Quality.

#### **POSITION SUMMARY**

The GFS Administrative Assistant/Enrollment Coordinator is responsible for recruitment of children, verification of eligibility, parent orientation, referral of parents to community resources and local social services agencies and updating children's health records. Maintains child/family files and reference records and supports families in the development of family goals and ongoing support in completing their goals. Works closely with the Site Supervisors to assure timelines are met. The person in this role also performs a range of administrative and office support activities to facilitate the efficient operation of the Learning Academy. Specific responsibilities are listed below.

#### **DUTIES AND RESPONSIBILITIES**

- General office duties, including phones, mail, inventory records, office supplies and managing day-to-day operations.
- Work with IT, landscapers, fumigator, fire inspector and others to ensure that all systems and facilities are functioning and allow the efficient work of staff.
- Manage contract and price negotiations with office vendors and service providers.
- Greet and provide general support to clients, vendors, and visitors.
- Recruit and enroll families into the program following per Title 22 and Title 5 regulations.
- Receive, review, evaluate, and verify information submitted from families; contacts appropriate information sources to determine program eligibility; determines if families are eligible or continue to be eligible for program services based on established federal and/or state regulations and guidelines.

- Explain, interpret, and clarify program regulations and guidelines, agency resources, procedures, rights, and responsibilities; contacts families regarding attendance, application and enrollment status, discrepancies, and incomplete information; returns applications as needed.
- Process termination records upon the withdrawal of children or the determination of a family's ineligibility to receive program services.
- Work with internal and external partners to recruit Head Start-eligible families for the program. Make enrollment determinations; conduct enrollment interviews; coordinate with and guide classroom staff in enrolling families in the program; recommend placement of children; ensure full enrollment.
- Assist Site Supervisors in managing the enrollment of the centers and ensuring compliance with state mandated ratios and capacity for maximum revenue; projects future enrollments to maintain full capacity and ensure appropriate documentation is gathered on families enrolled.
- Perform a variety of clerical tasks including, but not limited to word processing, data entry, filing, copying, running reports, mailing and tracking information.
- Maintain accurate and complete Family Files, including documentation of services to families and children.
- Keep informed of community agencies, resources, workshops and classes. Encourage parent participation in program and community events.
- Complete reports and follow-up requested by the Associate Director and Site Supervisors.
- Act as a Mandatory Child Abuse and Neglect Reporter, as required
- Perform other duties as assigned.

#### **QUALIFICATIONS**

- Degree in Child Development, Social Science, Psychology, Human Development, or related field, plus one-year work experience in client casework and/or client eligibility setting, preferred.
- Knowledge of policies and procedures of the California Department of Education, Child Development Division and the Department of Social Services, Community Care Licensing program regulations, funding terms and conditions (Title 5 and Title 22), preferred.
- Strong computer skills and computer literate in MS Office Programs, general internet use and email programs.
- Bilingual English/ Spanish required
- Employment is contingent upon meeting all job requirements and background requirements: criminal history check, education verification, acknowledgement of child abuse reporting responsibility, criminal record statement, etc. A criminal history clearance is required within seven days of completing the Live Scan.

#### **SKILLS AND COMPETENCIES**

- Excellent attention to detail, creative problem solving skills, and strong time management and organizational skills
- Excellent oral and written communication
- Quick learner, proactive and ready to take on new challenges
- Able to relate well to people from a variety of economic and ethnic backgrounds

#### **OTHER REQUIREMENTS**

- Must be 18 years of age or older
- CPR and First Aid certified
- Proof of Influenza, Pertussis and Measles Immunizations
- Act as a Mandatory Child Abuse and Neglect Reporter, as required
- Proof of completion of Mandated Reporter Providers Training Certification
- Ability to pass a Criminal Background Check/Fingerprinting, per Title 22 regulations (prior to start)

- Current negative Tuberculin test and health report, per Title 22 regulations (prior to start)
- Must have a valid California driver's license, insurance and reliable transportation
- Able to lift up to 30 pounds chest high

**COMPENSATION & BENEFITS**

- This is a part-time position; must be willing to work some evenings and/or weekends
- Salary is commensurate with experience
- Medical and Dental Benefits

**To apply, please reply with your resume and cover letter.**

No phone calls or email inquiries, please.

***GFS is an equal opportunity employer and strong encourages applications from people of color, persons with disabilities, women and LGBT applicants.***