

Job Description

Position Title	ERSEA Assistant
Organization	Northwest Arkansas Head Start Human Services, Inc.
Department	ERSEA
Address	2109 SE J St. Bentonville, AR. 72712
Supervisor Name	Crystal Lehr
Supervisor Contact	clehr@nwaheadstart.org

OVERVIEW OF ORGANIZATION

Northwest Arkansas Head Start and Early Head Start was developed to provide free comprehensive prenatal birth through five educational and family services to low-income children and families through the local communities. Head Start and Early Head Start programs promote children's development through services that support early learning, health, and family well-being. Within Northwest Arkansas Head Start and Early Head Start, our funded enrollment is 168 preschool-age children, and 112 infants and toddlers, and 8 pregnant women. The children and families we serve are 100% or below the National Poverty Guidelines. Our mission is to enable children and their families the opportunities for developing their full potential.

TERMS OF EMPLOYMENT

- A. BACKGROUND CHECKS:** This position requires the following background checks.
 - a. Criminal Record Check
 - b. Child Maltreatment check
 - c. FBI Fenger Print
- B. ELIGIBILITY**
 - a. Be a currently enrolled, undergraduate student who will be returning to college as a full-time (12 credit hours) sophomore, junior or senior in the fall of 2022.
 - b. Submit written enrollment verification from their college or university confirming the student's enrollment status to United Way of Northwest Arkansas.
 - c. Must have reliable transportation and a current driver's license
 - d. Must have current auto insurance
 - e. Bilingual desired
 - f. The ability to read, analyze, interpret and present data
- C. WORK SCHEDULE & CONDITIONS**
 - a. This is a full time (35 hours per week) position.
 - b. This position is not eligible for vacation or holiday leave during employment. If a student is sick, they must notify their host site as soon as possible and work out arrangements with their supervisor.
 - c. Must demonstrate the ability to lift, carry, bend, stoop, get up and down easily, and sit
 - d. Office hours are Momday- Friday 35 hours per week.
- D. BENEFITS**
 - a. SALARY. The individual shall receive a \$4,200 salary distributed bi-weekly.

- b. PROFESSIONAL DEVELOPMENT. The United Way of Northwest Arkansas will provide an orientation and two professional development sessions to the employee.
- c. The intern will be trained on the Head Start Act, Performance Standards, Arkansas State Licensing requirements, the Northwest Arkansas Head Start Personnel Policy Manual, and any other regulations and as applicable.
- d. They will also receive training on monitoring systems and data collection.

E. EVALUATIONS

- a. The employee will receive an evaluation of their performance at the end of their employment from their direct supervisor. The evaluation also includes a self-evaluation and program evaluation.

Organization Overview

RESPONSIBILITIES

A. POSITION PURPOSE

- a. To apply professional expertise and assistance in the ERSEA (Enrollment, Recruitment, Selection, Eligibility, and Attendance) Department, ensuring that the agency complies with all regulations.
- b. Assist in analyzing community assessment information and facilitate planning efforts to determine design options, recruitment efforts, and enrollment guidelines for Head Start (HS) and Early Head Start (EHS).
- c. Assisting in implementing and monitoring the agency's ERSEA systems, policies and procedures.
- d. Assisting in Evaluating and monitoring systems to process enrollment applications, including determination of eligibility and selection criteria.
- e. Assisting in ensuring the ERSEA Department maintains records and data in a confidential manner.

B. DUTIES

- a. Assisting in processing applications for accuracy and timeliness.
- b. Assisting in preparing timely reports and tracking regarding ERSEA.
- c. Assisting in maintaining systems, databases, files, etc. ensuring security of data.
- d. Contact applicants when enrollment applications are incomplete.
- e. Compare computer data with center records for accuracy.
- f. Assisting in compiling, printing, and analyzing monthly child attendance reports
- g. Assisting in compiling, print, and analyzing weekly child application reports
- h. Assisting in maintaining files on dropped children and children who have left the program.
- i. Contact applicants when placed on Agency waitlist.
- j. Assisting in providing transition data to appropriate personnel
- k. Assisting in monitoring component data on a regular basis
- l. Assisting in ensuring component data is kept current and accurate
- m. Responsible for data input, analysis, and manipulation
- n. Assist with recruitment, monitoring, tracking, training, and implementation reporting

- o. Responsible for fulfilling other duties as deemed necessary by direct supervisor and the Executive Director

C. COMMUNITY IMPACT

- a. The intern will assist in reaching all eligible children and families in Benton, Carroll, and Madison county in applying and enrolling in Northwest Arkansas Head Start programs. Our programs provide free comprehensive prenatal, birth through five educational and family services to low-income children and families through the local communities.

QUALIFICATIONS

- A. HS Diploma/GED required
- B. Bilingual preferred
- C. Must be mentally alert and observant at all times.
- D. The ability to apply knowledge, define problems, make decisions to resolve problems and work within a positive team setting
- E. Must demonstrate the ability to speak clearly and concisely both in oral and written communication
- F. The ability to meet deadlines within severe time constraints and meet multiple demands
- G. The ability to read, analyze, interpret and present data
- H. Must demonstrate the ability to lift, carry, bend, stoop, get up and down easily, and sit

LEARNING OBJECTIVES

A. CAREER DEVELOPMENT

- a. Internships play a crucial role in shaping one's career. It not only helps undergraduates gain real exposure to working environments but also helps them develop the necessary skills required to stand out in the job market. Just having a good degree is no longer enough to secure that all-important job offer in today's world. Pertinent work experience is now just as valuable as your degree and exam results when it comes to building a successful career. When you are working as a professional for an organisation, business and technical knowledge are not the only things that the industry demands. You need people skills as well – because no matter how good you are, you won't stand a chance of succeeding in any profession unless you develop a collaborative work ethic and learn to be a team player. On top of that, you need to know how to work under pressure, and why deadlines matter. An internship gives you exposure to the challenges of a work environment and having experience of these situations will be useful to talk about in future interviews and show employers that you will be a good fit for their company.

B. SKILL DEVELOPMENT

- a. Management and Leadership
- b. Time Management
- c. Analytical Skills
- d. Project Management and Planning
- e. Public Speaking
- f. Ethics and Awareness
- g. Customer Service

- h. Problem Solving
- i. Networking
- j. Technical Skills in the Functional Areas of Nonprofit Business

C. PERSONAL GROWTH AND DEVELOPMENT

- a. Our agency will assist the intern in growing their business skills so they will be set up for success. We focus on growing as a team and support one another in continuous quality improvement as individuals and as an agency as a whole. The intern will have the opportunity to get hands-on knowledge in the non-profit sector. The student intern will develop a collaborative work ethic and learn to be a team player.