

POSITION: INTAKE WORKER
LOCATION: SUMNER HEAD START / EARLY HEAD START
RESPONSIBLE TO: ERSEA COORDINATOR
GRADE: 5 /NON-EXEMPT
NO. OF PROGRAM WEEKS: 45 WEEKS

QUALIFICATIONS:

- B.S. in Social Work, Human Services or other related field; or A.A.S. in Social Work, Human Services or other related field, and one year of experience in social work, human services or in a community family service organization;
- Must possess strong written and oral communication skills, and have computer knowledge.
- Experience working with low-income families, knowledge of agencies and services available to address the needs of families in Onondaga County.
- Flexibility to work some evenings and weekends.
- A valid New York State driver license and accessibility by telephone.
- Possess strong self starting skills and compassion for clients.
- Bi-lingual ability preferred in those target areas where a second language predominates.
- Preschool child development experience also preferred.

RESPONSIBILITIES:

1. Recruit Head Start participants.
 - A. Conduct the outreach and recruitment efforts of Head Start which includes discussing program options and services provided with potential clients, completion of intakes, health and dental histories, and nutritional assessments to prepare families and children for entrance into the program. Ensure compliance with the federal guidelines.
 - B. Provide information to interested families regarding eligibility, recruitment, enrollment, wait list status, and selection criteria.
 - C. Complete intakes process with families to ensure all required documents are submitted for application/enrollment process. Serve as an information source for families within your assigned recruitment quadrant
 - D. Participate in the recruitment of children with handicapping conditions.
 - E. Provide monthly attendance analysis to site supervisors
 - F. Attend placement meeting and assist individual with the students placement using the PROMIS ranked waiting list.
2. Contribute toward the achievement of overall program goals and objectives.
 - A. Maintain data and statistics in PROMIS for the PIR. Submit monthly statistics report.
 - B. Work in conjunction with Early Head Start staff to ensure seamless transition of families from Early Head Start to Head Start.
 - C. Complete all required documentation.
 - D. Document and coordinate efforts to maintain Non-Federal Share (in-kind) records including volunteer hours for parents.
 - E. Have thorough knowledge of Head Start/ Early Head Start program option.

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3. Participate in training and in-service sessions to further knowledge and experiences as they relate to the Head Start Performance Standards.
4. Maintain confidentiality of all family and child records and all other matters relating to families.
5. Perform all other duties as they relate to the comprehensive team approach of the Head Start philosophy.
6. Adhere to relevant health and safety policies and procedures.

EQUAL OPPORTUNITY EMPLOYER