



Chicano Federation of San Diego County, Inc.

Job Description

JOB TITLE: Admissions Specialist

PROGRAM: Infant/Toddler

CLASSIFICATION: Non-Exempt

STATUS: Full-Time / 52 weeks

REPORTS TO: ITP Program Supervisor

GENERAL FUNCTION:

Responsible for the monitoring and certification of new enrollments in the Infant/Toddler program according to the Program Requirements. Knowledge of Title 5 State Regulations & Eligibility criteria and Title 22 Community Care Licensing. Generate a list of potential eligible families for the Infant Toddler Program.

ESSENTIAL FUNCTIONS:

Recruit and enroll families to ensure compliance with all program standards, state and federal regulations.

Maintain certified documentation from all sources of income, work/school or training, and/or any other documents supporting the need for childcare services.

Monitor recertification process by conducting necessary follow up and verifications to ensure ongoing compliance with State, Federal and Agency rules and regulations.

Participate in on-site and off-site learning opportunities such as workshops, conferences, staff meetings and trainings.

- Access applications for child care services from the Central Eligibility List
- Contact families, update applications as needed, conduct phone interviews to screen for possible eligibility.
- Schedule appointments for program orientation
- Maintain, monitor and update information in Family files in accordance with State and Federal Regulations.
- Process requested changes from families with precise documentation and within a reasonable time.
- Provide orientation to parents about program requirements to establish programs Policies and Procedures.
- Provide support and information to parents as needed.
- Provides clerical and receptionist support, including but are not limited to; answering phones, data entry, typing, filing, and processing mail.
- Input and maintain current data and information in family files in database software, such as KinderTrack4.
- Meet monthly recruitment goals as outlined by program specific contract requirements.
- Participate and represent the organization at various community outreach/recruitment events as assigned.
- Maintain confidentiality and use appropriate judgment when responding to questions in reference to any family enrolled in the program.



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- Report suspected or known child abuse as required by Child Abuse Reporting Statue, California Penal Code, Section 11166.
- Help with general office tasks, i.e. filing, making copies, preparing mailers.
- Fill in for receptionist as needed
- Perform other duties as required.

EDUCATION:

Associate Degree in Child Development, Human Services or related field. Bilingual (English/Spanish) speaking and writing skills preferred.

EXPERIENCE:

One-year related experience and/or training in case management; cal/works or subsidy program eligibility or equivalent, combination of education and experience for a non-profit organization. Knowledge of community resources and their relationship to program needs. Must be organized, have the ability to prioritize, work under pressure and meet strict deadlines. Must possess excellent interpersonal skills, have strong math skills, and experience with data entry. This position is contingent upon a successful background clearance.

OPERATING RESPONSIBILITY:

Must interact with agency employees at all levels in a personal and professional manner. Excellent communication skills required to represent the organization in a professional manner. Requires interpersonal skills in meeting with parents. Must be able to work well with diverse ethnic groups. Must be self-motivated and able to work independently. Maintain positive client, team, departmental, and agency relationships and environment.

CONTACTS:

Has contact with all levels of agency employees as well as providers, parents, and childcare professionals. Reports directly to the Infant/Toddler Program Manager.

WORKING CONDITIONS:

Works in an office environment with professional business dress policy. Travel required to attend to network meetings and workshops. Must have a vehicle, current driver's license, and proper insurance. Must be available to work occasional evening and weekend hours.

Employee Name: _____

Employee Signature: _____ Date: _____