



The Klamath Tribes

501 Chiloquin Blvd/P.O. Box 436
Chiloquin, Oregon 97624

Phone: (541) 783-2219
HR Fax: (541) 783-2836

EXEMPT _____
NON-EXEMPT X

OPEN: 01/05/23
CLOSE: 01/20/23

POSITION DESCRIPTION

POSITION: ERSEA SPECIALIST
(Eligibility, Recruitment, Selection, Enrollment and Attendance)

RESPONSIBLE TO: ECDC Director

SALARY: Step Range: 12-31; Full Benefits
Salary Range: \$38,149 - \$66,895
Hourly Range: \$18.34 - \$32.16

CLASSIFICATION: Non-Management, Full-Time, Regular

LOCATION: The Klamath Tribes
Early Childhood Development Center
318 South Chiloquin Blvd.
Chiloquin, OR 97624

BACKGROUND: P.L. 101-630 level

POSITION OBJECTIVES

The primary purpose of this position is to maximize use of The Klamath Tribes Early Childhood Development Center by ensuring full eligibility, recruitment, selection, enrollment and attendance is in place for all ECDC funded programs. The ERSEA Specialist shall be responsible for all elements of ERSEA in the service area; and as appropriate and allowable, outside of the service area.

In addition, when special funding is received, the ERSEA Specialist will work in accordance with the ECDC Director's guidance and the rules and regulations of the funding agency and Klamath Tribes to provide ERSEA activities and events.

MAJOR DUTIES AND RESPONSIBILITIES

1. Ensure Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) performance standards:
 - a. Meet and maintaining 100% of funded enrollment for all ECDC programs in accordance with the Klamath Tribes standards and funding agency guidelines.
 - b. Manage family recruitment activities in all service areas prior to start-up.
 - c. Collaborate with Family and Health Services on the completion of enrollment packets prior to start up.
 - d. Coordinate and assist with enrolling families into the program.
 - e. Review all enrollment documentation to determine eligibility and ensure compliance with Agency guidelines.
 - f. Responsible for recruitment of children with disabilities.
 - g. Responsible for reporting of family and children, as applicable to ECDC programs.
 - h. Oversee Average Daily Attendance and monitor this with the Family and Health Services Supervisor.
 - i. Ensure a team approach is utilized in all recruitment activities. This will include advising and coordinating all activities under the direction and approval of the ECDC Director. Working jointly with Education Coordinator and Teaching staff.
 - j. Responsible for development of a recruitment plan for ECDC programs.

2. Assist ECDC Director in family and community partnership development:
 - a. Participate in local community advocacy and support networks that provide services to families served by the program.
 - b. Encourage parent participation in all programs.
 - c. Schedule calendar of parent events for program year in conjunction with all other program service areas.
 - d. Coordinate parent events with the Education Coordinator and Teaching staff based on family interest questionnaires.
 - e. Involve parents in community activities and groups and scheduling open houses and parent meetings.
 - f. Monitor literacy funds and parent activity funds to set up literacy opportunities and classes for parents with approval from Family and Health Services Supervisor and ECDC Director.
 - g. Market programs to parents and community partners; including but not limited to meeting with Tribal Administration, Tribal Health department Kla-Mo-Ya Casino staff, Sleep-In Hotel staff and Crater Lake Junction Travel Center staff.
 - h. Customize and coordinate development of Parent Pages monthly newsletter, flyers and announcements in collaboration with County Management Team.
 - i. Link parents to community resources.
 - j. Work with community partners to ensure resources within the community are available to all parents in the program.

3. Maintain systems for tracking, documentation, and provision of resources:
 - a. Implement systems for training and tracking volunteer participation.
 - b. Ensure all relevant Parent Involvement information is entered into appropriate grant portals as provided by each funding agency.
 - c. Maintain documentation and accurate records related to Parent Involvement service areas.
 - d. Maintain accurate and up-to-date records, worksheets or tables in order to report properly to the funding agency in accordance with each funding guideline and term.
 - e. Reports must be submitted through ECDC Director for review and approved and MUST be submitted on time.
 - f. Ensure establishment and maintenance of Parent Resource Room and encouraging parents to use the resources provided

4. Assist ECDC Director in the development of community outreach and partnership building:
 - a. Participate in gathering and compiling Community Needs Assessment (C.N.A.).
 - b. Attend community meetings.
 - c. Identify areas for Resource Development and organizational capacity building.
 - d. Develop Interagency Agreements, Memorandum of Understanding and contracts.
 - e. Use information to add to the Monthly ECDC Newsletter and place on the ECDC section on the tribal website; klamathtribes.org.
 - f. Use the C.N.A. to develop a living document that will be updated at least annually and can be incorporated in The Klamath Tribes Strategic Action Plan (SAP) and in the ECDC Standard Operating Procedures (SOP's).

5. Contribute to team efforts:
 - a. Attend staff meetings as requested to report on progresses or gaps in services.
 - b. Work closely and collaborating with management staff to plan, provide and execute ERSEA, parent and community related events.
 - c. Establish an open and positive communication and interaction within ECDC, Tribal Offices/Departments and with outside agencies and individuals.
 - d. Present at Directors meetings, to Tribal Council and at General Council, as requested.
 - e. Attend required trainings or webinars.
 - f. Meet with Family and Health Services Supervisor on a regular basis.
 - g. Participate with management staff in program planning, budget preparation, and grant development.
 - h. Provide positive and constructive input to all aspects of the program.
 - i. Fostering an understanding all of the funding streams and their terms and conditions.
 - j. Develop reports for the ECDC Director.

6. Maintain confidentiality and protects agency operations:
 - a. Keep all family personal issues and other information strictly confidential.
 - b. Report any discrepancies related to family files to the Education Coordinator and the ECDC Director.
 - c. Work at the Direction of the ECDC Director and other staff as appointed by the Director to resolve any issues.
7. Continually apply safety practices in all facets of the performance of duties:
 - a. Comply with agency safety standards.
 - b. Support participation of a safe environment.
 - c. Immediately report any unsafe or hazardous working conditions and/or any injury.
 - d. Schedule any monthly, quarterly or annual drills
8. The incumbent will be called upon to accomplish other tasks within their scope of work.

SUPERVISORY CONTROLS

Overall program supervision is provided by the ECDC Director. Detailed instructions will be provided on new assignments by the ECDC Director. Receives routine or new assignments from the ECDC Director. Decisions are made with general policy constraints and requires independent decision-making to perform duties with little direction given and operates from established directions and instructions.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of or ability to quickly learn the ECDC funding structure.

Ability to clearly understand each funding stream and its terms and conditions.

Knowledge of managerial and organizational skills to successfully perform the duties of the job.

Skill in operating office equipment and software, including Microsoft Word, Excel, and Outlook.

Skill to effectively build community development/capacity and outreach experience.

Ability to clearly communicate information and ideas in both oral and written form.

Ability to possess positive communication skills

Ability to maintain a positive attitude when working with Tribal families, Tribal departments and outside agencies and individuals in the Community.

Ability to effectively promote, market and maintain effective communications to keep the ECDC at maximum capacity.

Ability to apply attention to detail in writing correspondence, emails and written reports.

Ability to work in unison and in a positive manner with ECDC director, Education Coordinator and Teaching Staff.

Ability to organize, plan, and prioritize workload, using one's own initiative.

Ability to be flexible and able to change tasks quickly as required throughout the day.

Ability to maintain **strict confidentiality** of client information.

QUALIFICATIONS, EXPERIENCE, EDUCATION

Minimum Qualifications: *Failure to comply with minimum position requirements may result in termination of employment.*

- **REQUIRED** to possess a Bachelor's degree in child development or related field with two years of experience. An equivalent combination of job-related education, training and experience may be considered in lieu of a degree.
- **REQUIRED** to have computer experience; emphasis will be in the use of Microsoft Word, Excel and work in a networked environment.
- **REQUIRED** to possess and maintain a current and valid Pediatric CPR card, within 90 days of hire.
- **REQUIRED** to submit to and clear Hepatitis A and a tuberculin skin test as a condition of employment. (*Must provide proof of the Hepatitis A and Tuberculin skin test with application.*)
- **REQUIRED** to hold and maintain an Oregon Driver's License (ODL) and must be insurable under the Tribes insurance.
- **REQUIRED** to adhere to The Klamath Tribes Alcohol and Drug Free Workplace policy.

- **REQUIRED** to submit to a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for a misdemeanor or felony crime.
- **REQUIRED** to accept the responsibility of a **mandatory reporter** of abuse and neglect of infants and children, people who are elderly or dependent, individuals with mental illness or developmental disabilities or residents of nursing homes and other health care facilities. This includes reporting any evidence of physical injury, neglect, sexual or emotional abuse or financial exploitation.
- **REQUIRED** to be fully vaccinated for COVID-19 or have approved exemption status before the first day of employment, as per the Klamath Tribes' COVID-19 Mandatory Vaccination Policy. Contact Human Resource for exemption process.

Preferred Qualifications:

- Positive working experience with Native Americans in a related field, preferred.

INDIAN PREFERENCE

- Indian and Tribal Preference will apply, as per policy. (*Must submit tribal documentation with application to qualify for Indian Preference*).

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCEDURE

Submit The Klamath Tribes ***Application for Employment*** with all requirements and supporting documentation to:

**The Klamath Tribes
ATTN: Human Resource
P.O. Box 436
Chiloquin, OR 97624**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

Please Note: If requirements are not met, i.e., submission of a resume in lieu of a tribal application or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for "Indian Preference".

Applications will not be returned.

EMPLOYEE ACKNOWLEDGEMENT:	
I have reviewed this position description and have been provided a copy. I understand that The Klamath Tribes reserves the sole right to modify this position description at any time, with or without notice.	
Employee (printed name)	Employee (signature)