

## **LFCAA Job Posting**

**Position:** Early Childhood Programs Intake and Support Specialist

**Position Summary:** The ECP Intake and Support Specialist is responsible to maintain a current database of the Help Me Grow services for children and families enrolled. The ECP Intake and Support Specialist will serve as a resource person for families and HMG/EHS/HS staff in regard to general program information and related issues. The Intake and Support Specialist will function in a professional manner at all times and conduct activities to ensure compliance with Help Me Grow Rules and EHS/HS Performance Standards, as applicable.

### **Qualifications/Expectations:**

- High School Diploma required.
- Minimum of two years' experience in an office setting serving children and families.
- Must possess good organization skills involving consistency, flexibility and structure. Computer skills required.
- Must possess excellent written and verbal communication skills, have an understanding and awareness of the needs of low-income families, and be sensitive to individual differences.
- Must be knowledgeable of Help Me Grow Rules and actively participate in the implementation and evaluation of program policies, activities, and objectives to meet program requirements.
- Must be knowledgeable of Early Head Start Performance Standards.
- Must demonstrate knowledge of available services within the Lancaster-Fairfield Community Action Early Childhood Programs.
- Must work with all staff and families in a professional manner. Must be able and willing to accept and share additional responsibilities to achieve team goals.
- Must demonstrate an appropriate professional demeanor and appearance at all times.
- Responsible for monthly reporting and maintenance of child and family records.
- Responsible for processing referrals to the Help Me Grow program, scheduling appointments, and maintaining appointment calendars.
- Ability to understand and explain all Early Childhood Programs and assist families with appropriate program referrals.
- Organize and purchase office and supply needs for all of the programs and centers.

**Starting Pay Rate:** \$15.01 per hour

**Work Schedule:** 32 hours per week / 52 weeks per year

**Qualified applicants should submit a resume to Human Resources, P.O. Box 768 Lancaster, Ohio 43130.**