**Ohio Valley Opportunities**

**Job Description**

**Job Title:**  Program Specialist/Outreach Coordinator

**Department:** Head Start

**Reports To:** Head Start Director

**FLSA Status:**  Hourly

**Prepared By:** HR Director

**Approved By:** Melanie Harrell

**Updated/Reviewed Date:**  April 2019

**SUMMARY/PURPOSE**

Responsible for the development and implementation of the eligibility, recruitment, selection, enrollment and attendance (ERSEA) and community engagement services as outlined in the HSPPS.

**ESSENTIAL DUTIES & RESPONSIBILITIES** include the following.

* Review applications, documentation and recruit eligible children for the program.
* Support the Head Start Director in the development and implementation of program goals and objectives, in leading the annual self-evaluation process, with incorporate results in a program improvement plan, with preparing grant applications and budgets for review by the Policy Council, Executive Director and Board of Directors.
* Act as a public relations liaison by offering presentations to various community groups about Head Start Program, parent activities, etc.
* Assist with the development of annual grant applications and any potential local funding sources.
* Assist with the development of the program design based on the community assessment and program data.
* Carry out goals, policies and objectives designed to implement this program and comply with all applicable Performance Standards.
* Maintain 100% enrollment, fill vacancies within 30 days of a dropped child
* Establish practices to maintain and monitor child attendance and enrollment through partnership with parents and staff.
* Implement a system to process enrollment applications and provide communication with applicants in a timely manner.
* Serve as a resource person to staff and parents to provide social services to families and children.
* Submit timely, neat and accurate reports and documentation.
* Meet regularly with Director and other Coordinators to ensure coordination of efforts to maintain full compliance with all Head Start Program Performance Standards and Indiana Child Care Licensing Regulations.
* Attend all assigned trainings and meetings.

**ADDITIONAL DUTIES AND RESPONSIBILITIES MAY BE ASSIGNED.**

**SUPERVISORY RESPONSIBILITES**

This job has no supervisory responsibilities

**QUALIFICATIONS**

To perform this job successfully and individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

**EDUCATION and/or EXPERIENCE**

Bachelor’s degree from four year college or university.

Familiarity with local social service agencies and their services, and awareness of public assistance programs

Ability to relate to and coordinate with the people being served and the agencies providing services

Ability to work with the public, representing Ohio Valley Opportunities and Head Start

Must be able to pass physical exam for State Daycare Licensing

Must be free from TB and provide negative skin test or lung x-ray annually

Must pass a State Criminal History background check and fingerprint check as required by State Daycare Licensing standards

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to stand, walk and use hands to finger, handle or feel. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and distance vision

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

The noise level in the work environment is usually quiet to occasionally moderate.

The physical location for this position: Administration Office

Travel required to county centers as assigned, out of town travel to training and staff meetings

**ACCEPTANCE**

I have read and understand the above qualifications and agree to abide by all OVO policies and procedures.

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Employee Signature Date

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