



JOB ANNOUNCEMENT

Eligibility and Enrollment Specialist

Education and Qualifications:

- Two years of experience working with children and parents or other office experience.
- 12 units in Business/Secretarial with a grade of "C" or better or 6 units ECE and 6 Business/Secretarial units with a grade of "C" or better.
- Ability to work well with people and a sensitivity to the needs of children and families.
- Computer skills and knowledge of Windows, Excel and Word at an intermediate or advanced level.
- Ability to correctly and effectively communicate in written and oral English.
- A California Driver's License, daily use of an automobile, and automobile liability insurance.

Preferred Qualifications:

- Command of Spanish

Responsibilities and Duties:

- Provide program information to families requesting child care services
- Interact with office personnel and child care center staff in a positive manner
- Word processing and light typing
- Provide assistance to and resolve problems with staff, parents, and providers
- Maintain and update waiting lists
- Monitor attendance sheets from child care sites
- Conduct enrollment appointments with prospective families
- Maintain an updated list of currently enrolled children.
- Maintain knowledge of all current requirements for families receiving subsidized care according to current regulations.
- Maintain and update family files
- Accurately complete all assigned paperwork and documentation on a timely basis according to agency policies and procedures.
- Other duties as assigned.

Reporting Responsibility: Works under direction of the Program Director

Job Specifications:

- Twelve month work year.
- Occasional evening or weekend hours may be required.
- Employment, responsibilities, compensation, or any other factor may be affected by changes in governmental regulations, the agency's contracts, or at agency discretion.

Status and Starting Salary: \$17.00 per hour. Full-time, Non-exempt position; Benefits (Medical, Dental and Life Insurance, 403(b) Tax deferred annuity, paid holidays, vacation and sick pay)

Selection Process:

Please visit our website <http://www.cdcla.org> for an application. Required documents include CDCLA application, resume, copy of transcripts.

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Los Angeles, CA 90015

Email: lindseyw@cdcla.org
<http://www.cdcla.org>

***Making a difference in
the lives of children and
their families***