



JOB DESCRIPTION

TITLE: ECEAP Family Support Specialist/Administrative Assistant to Director

COLLEGE/SCHOOL/DEPT: Early Learning Center

DATE PREPARED: Sept. 2021

REPORTS TO: Director/Chair Early Childhood Studies

FLSA: Non-Exempt

POSITION SUMMARY:

This dual position will work closely with their direct supervisor on a daily basis; along with keeping contact with ESD contractor representative. The main responsibilities of the ECEAP Family Support Specialist will be recruitment, enrollment and referral to meet the needs of all children and families within the ECEAP program. The main responsibilities as the Administrative Assistant to the director would be to provide managerial support to the director of the program; along with supporting staff within the classrooms as needed.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Represents Heritage University in the most positive manner with prospective, former and current students, clients, suppliers and the community we serve. Interacts effectively with a diverse group of faculty, staff, students and other customers of our services, learns and uses operating practices of the department and Heritage University.
2. Upholds the Heritage University Mission Statement.
3. Handles confidential information with tact, discretion and in compliance with FERPA regulations.
4. Conduct ongoing child and family recruitment in partnership with community partners and in compliance with interagency recruitment agreements.
5. Complete enrollment that includes the collection of health, nutrition, and family support needs.
6. Incorporate family support principles in all work to focus on parent and family strengths.
7. Promote parent involvement in all aspects of the program including home visits, parent meetings and classroom activities.
8. Ensure that a Parent Policy Council and Health Advisory Committee are established and maintained.
9. Organize and attend monthly parent night activities.
10. Establish and maintain up-to-date files.
11. Assist with the preparation of reports and compiling data, review reports for accuracy, and file and/or route reports and records.
12. Perform routine functions, including organizing and maintaining files, and responding to telephone calls.
13. Maintain program calendar and staffing schedule.
14. Take initiative, with minimal instruction, to format, produce and distribute workshop, meeting and/or conference materials.
15. Work directly with supervisors to make sure time is properly allocated to the assigned programs. Work cooperatively with other staff members.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other functions as necessary or as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- An associates degree or higher with the equivalent of 30 college quarter credits of adult education, human development, human services, family support, social work, early childhood education, child development, psychology, or another field directly related to job responsibilities.
- Spanish language skills
- Knowledge and experience with telephone etiquette
- Demonstrated ability to work effectively with a variety of staff
- Demonstrated organizational skills and ability to prioritize and follow through on tasks
- Knowledge of the county and its resources
- Good verbal and written communication skills
- Ability to operate computers and knowledge of various software programs
- Strong organizational skills
- Ability to type with accuracy
- Ability to organize, prioritize and follow through on a variety of tasks and assignments
- Work in an office, home visiting and community environment. Spend a designated amount of time each week in a preschool classroom setting
- Be able to lift fifty pounds
- Be able to perform stationary, routine and repetitive functions for extended periods
- Transportation and a willingness to travel are necessary

EMPLOYMENT REQUIREMENTS:

- Successful completion of a criminal records and fingerprint background check.
- Have a valid driver's license and private transportation.
- Participation in a minimum of 15 hours of training a year beyond individual mentoring.

APPLICATION INFORMATION AND DEADLINE Applications should include the following:

- Cover Letter
- Resume
- List of References (*names, addresses & phone numbers of 3-5 current professional references*).
- HU Employment Application LINK:HU App

Review of applications will begin immediately and will continue until the position is filled.

To apply, please email application material to: Humanresources@heritage.edu or Heritage University Office of Human Resources 3240 Fort Road Toppenish, WA 98948