(2) Admissions Coordinators (Eligibility, Recruitment, Selection, Enrollment and Attendance- ERSEA)

Agency Overview

Founded in 1889, the Felton Institute |Family Service Agency of San Francisco is the oldest nonsectarian, nonprofit charitable social-services provider in the City and County of San Francisco. Our mission is to strengthen families by providing caring, effective, and innovative social services, with special emphasis on the needs of low-income families, children, and the elderly and individuals with disabilities, thus improving the quality of life for all San Franciscans.

Division Description

The Children, Youth and Family Division offers an array of services for children, youth and their families, including pregnant and parenting teens. Services include case management, individual and family therapy, resource and referral, child development services, early intervention, prenatal, health, nutrition and parenting education, job readiness and GED.

Program Description

Felton's child development programs are located in SF's Mission, Bayview and Visitation Valley neighborhoods; they offer a developmental childcare and school-readiness program for infants, toddlers and preschoolers (2 weeks to 6 years old). These multicultural, developmental and educational childcare programs provide a nurturing, developmentally challenging, and inclusive environment for very young children of low income, at-risk families. We place an emphasis on the provision of culturally sensitive services to children and families. This is reflected in a multi-lingual culturally competent approach to the services as well as a variety of activities that reflect the diverse community of children and parents that are served. We are committed to inclusive, positive environments that build on children's positive self esteem and self image.

Brief Job Description

Admissions Coordinators support, maintain, monitor, and enhance the eligibility, recruitment, selection, enrollment, and attendance (ERSEA) for children in the Family Developmental Center under CDE funding (Title V, Title XVII and Preschool for All). Admissions Coordinators are also responsible for record-keeping, reporting, and monitoring in order to ensure that all CDE and program performance standards and regulations are fulfilled. This role requires considerable ability to use good judgment and critical thinking in making routine decisions in accordance with existing regulations and departmental policies and procedures. She/he is a liaison with families and general public.

Program Specific Responsibilities

- Enrollment, certification and recertification of eligible families to include fee assessment
- Maintaining and updating files, writing notes, data entry, data compilation on attendance records
- Support the overall admissions process including promoting, planning, organizing, coordinating enrollment and attendance in order to maximize our billing.
- Completes and forwards the California Department of Education CD9400, Golden Gate Regional Center and other funder reports monthly, quarterly, yearly as needed.
- Monitors and reconciles classroom census, plan transitions of children as needed
- Address non-compliance, conduct Parent Conferences
- Other duties as assigned including but not limited to:
  Support for the front office, attend professional development events, regular meetings

Minimum Qualifications:

- Bilingual, bicultural – Spanish/English/ Cantonese required
- 2-3 years related experience in social service eligibility and application processing
- 2 years experience in data entry
- Strong oral and written communication skills
- Professional appearance and demeanor, with professional ethics of confidentiality, ability to exercise good judgment and discretion
- Attention to detail, ability to manage a wide variety of tasks and meet deadlines, and reliability/dependability)
- Must have knowledge of title V, Title 22 and Title XVII and the ability to learn and implement CDE contract requirements
- Knowledge of word, excel spreadsheets, software etc.
- Good English verbal and written communication skills
- Reliability in completion of duties which include deadlines
- Must pass a Department of Justice fingerprint clearance and a Child Abuse Index clearance
- Must be able to pass physical exam, provide negative TB test result as required by Title 22 regulations
- Knowledge of low-income and homeless issues for children and families, preferred
- Candidates of color encouraged to apply

Additional Information:

Dept: Children, Youth and Family Division
Position: (1) Full-time 100% FTE
Salary: DOE 34,125- 39,000, + 21 paid vacation, 15 sick days and 3 Personal Business Days and 12 holidays
Reports to and evaluated by: Admissions Supervisor
☒New ☐Replacement

SEND RESUME AND COVER LETTER TO:
Yohana Quiroz, Division Director
Children, Youth and Family Division
Felton Institute| Family Service Agency of SF
2730 Bryant Street
Email: yquiroz@felton.org
Fax: (415) 648-1098

Resumes sent without a proper cover letter and/or not meeting MINIMUM **qualifications will not be considered**