



FAMILY ENROLLMENT TECHNICIAN II

Give children a head start!

CPCD provides more than 1,900 children living in poverty or challenged by special circumstances with an early childhood education through Head Start, Early Head Start and the Colorado Preschool Program. But we aren't just a free preschool. Our additional health, dental and family support services ensure that children enrolled in our programs are ready to succeed in school and life!

The Family Enrollment Technician II position monitors large caseloads and futures lists (i.e. waiting lists) and works with CPCD staff and school district representatives to maintain enrollment at the funded level of children. Completes file reviews and reports to assure accuracy with all files. Enters information on each child/family into the child tracking software system; updates information as needed. Responsible for on and off-site enrollment of eligible children. Interviews families and assists with the completion of all required eligibility paperwork for CPCD programs. Distributes and collects applications and explains CPCD programs to families. Reviews paperwork for accuracy. Determines initial and ongoing eligibility, according to Head Start Performance Standards and partnering school district requirements. Prepares paperwork to add/drop/transfer all enrolled children. Works as a team, to monitor/address attendance concerns.

Qualifications:

Candidates must possess an Associate's degree or equivalent of 60 semester hours of college credit in business, human services, or closely related field. Bachelor's Degree is highly preferred. Candidates should have at least one year general office or office management experience. Knowledgeable and skilled in the use of common office equipment, complex telephone systems, computers and computer software programs such as Microsoft Office, Outlook and other software programs to enter and/or process information data. Knowledge of administrative and clerical procedures and practical application of systems such as word processing, data entry, managing files and records, designing and accurately completing forms. Reliable, detail oriented, and organized. Possess interpersonal skills to interact with the public and work with staff in a professional, respectful manner. Strong customer-service orientation and conflict management skills. **Bilingual in English/Spanish is required.**

Additional Benefits:

Full-time employees receive a competitive benefits package including access to medical, dental and vision insurance, flexible spending accounts and a 401(k) program. CPCD also offers a paid time off program with personal/annual paid time off (similar to paid vacation time), paid sick time, and paid holidays (including some school breaks, such as Thanksgiving Break, Winter Break and Spring Break).

To apply and learn more about CPCD please visit our website at www.cpcdheadstart.org and click on the "Work for Us" link. We are an Equal Opportunity Employer (EOE).