ELIGIBILITY ASSISTANT

ABOUT EDUCARE DC

Educare DC is growing to serve 424 children from prenatal to five years – and their families – through our state-of-the-art center and community partnerships. Building on the foundation of Early Head Start and Head Start and NAEYC-accredited, Educare DC promotes school readiness by providing high-quality, comprehensive early learning for children who are historically underserved, eliminating the opportunity gap often experienced by low-income communities. Our school's model emphasizes data utilization, high-quality teaching practices, embedded professional development, and intensive family engagement. Educare DC is part of the 25-school Educare Learning Network that serves as a platform for broader change nationwide.

WHY EDUCARE DC

- Join a strong team that is passionate about our children and values each person's unique contributions
- Provide high-quality and individualized early learning to the families who need it most
- Learn and grow through personalized coaching and mentorship
- Lead in our state-of-the art facilities that are custom-built for young children and families and takes a nimble approach to virtual programming

JOB RESPONSIBILITIES

Reporting to the **ERSEA Manager**, the **Eligibility Assistant** supports the Family Engagement Team by supporting the recruitment, enrollment, and selection of children and families who are eligible for Educare DC's program. More specifically, this position is responsible for performing the following:

- Maintain complete and accurate files for each applicant and enrolled child, including updates to Head Start eligibility documentation
- Utilize Educare DC's data management systems to collect and maintain student attendance in accordance with HSPPS
- Maintain and secure confidential information
- Develop expertise regarding Head Start Program Performance Standards (HSPPS), particularly eligibility requirements
- Perform other related duties and responsibilities as required

QUALIFICATIONS

Educare DC seeks candidates who are results-oriented and have the ability and willingness to work in a program located in a high-risk, low income community. You should have the following qualifications:

- Associate degree in any field; Bachelor's degree preferred
- Demonstrated knowledge and experience with database management systems
- Knowledge of Head Start Program Performance Standards (HSPPS), particularly eligibility, preferred
- Experience with eligibility determinations, enrollment, recruitment, and compliance
- Knowledge of District of Columbia Office of the State Superintendent of Education (OSSE) early learning policies and procedures
- Strong attention to detail

The salary range is **$30,000 - $35,000** commensurate with experience. Educare DC offers a competitive benefits package that includes medical, dental and vision insurance, retirement accounts with company match, paid leave, and more. Educare DC is proud to be an equal opportunity employer. Diverse candidates are encouraged to apply.

HOW TO APPLY

Submit your resume via email to jobs@educaredc.org or by mail to Attn: Educare DC, 640 Anacostia Ave., NE, Washington, DC 20019. For additional information on Educare DC and Educare schools, please visit www.educaredc.org and www.educareschools.org, respectively.