

EL NIDO FAMILY CENTERS  
Human Resources  
10200 Sepulveda Blvd., Suite 350  
Mission Hills, CA 91345  
(818) 830-3646, fax (818) 891-6547

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**OPEN POSITION**

**Position:** ERSEA and Community Partnerships Specialist  
(Eligibility, Recruitment, Selection, Enrollment & Attendance)

**Program:** Early Head Start

**Location:** 2152 Manchester

**Annual Salary:** \$40,000

**Major Responsibilities:** As a member of the Early Head Start team, will be responsible for the implementation and monitoring of all ERSEA activities—including outreach, recruitment, eligibility, enrollment and attendance—adherence of federal regulations and program policies, policy development, program planning, and reporting. Open client cases for service and assign families to caseloads of home visiting staff. Will lead quality assurance monitoring including ERSEA documentation, client satisfaction and file audits. Will build and maintain partnerships with local agencies that support the work of Early Head Start for referral, service utilization, collaboration and service leveraging outcomes. Reports to the Program Director.

**Position Requirements:** Bachelors Degree in social work or related field; experience in engaging and recruiting low-income, at-risk families; and ability to work frequent evenings and some weekends.

**Position Preferences:** Experience in Head Start/Early Head Start programs and utilizing ChildPlus; knowledge of the South Los Angeles area, client population (low-income families with children under the age of three years), and local community agencies and their services; experience in creating and leveraging community partnerships; and bilingual/Spanish (oral and written) preferred.

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**EOE**

**How to Apply:**

**Employees** - Please fax resume to Human Resources  
**External Candidates** - Please apply through our website  
[www.elnidofamilycenters.org](http://www.elnidofamilycenters.org)

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