



**Early Learning Coalition
of Palm Beach County**
Ready to Learn. Ready for Life.

Family Services Specialist - Belle Glade

SUMMARY:

The Family Services Specialist is responsible for maintaining accurate information about families in the Statewide Data System, Enhanced Field System (EFS), screening applicants for financial assistance, and performing eligibility determination and enrollment for School Readiness, Voluntary Prekindergarten, CSC Scholarship, Head Start and Early Head Start child care programs. This position requires a candidate who is Bilingual and able to read, write and speak in English and Spanish or Creole proficiently is required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide resource and referral services following the Child Care Resources and Referral (CCR&R) guidelines.
- Determine child care eligibility in accordance with state and local guidelines.
- Conduct client interviews and complete necessary paperwork for maintaining eligibility, transferring childcare providers, and terminating services.
- Responsible for maintaining client caseloads.
- Respond to requests for information from clients/providers in accordance with designated timeframes and within the client confidentiality guidelines.
- Support families in completion of the child developmental screening process.
- Provide parents and providers with necessary notifications regarding childcare status.
- Maintain current and accurate information in the EFS database.
- Complete all reports in a timely and comprehensive manner as required.
- Assist with all special assignments, research, and report preparation. Participates in the organization of special activities related to child care programs.
- Perform other duties that may be necessary to maintain the success of the organization, as determined by management.

SUPERVISORY RESPONSIBILITIES:

This position has no supervisory responsibilities.

QUALIFICATIONS:

To perform this Position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This position requires successful completion of the level 2 background screening standards as set forth in 435.04, F.S. and drug screening as the Coalition is a drug free workplace.
- Valid Florida driver's license.
- Achieve and maintain Level 1 and Level 2 CCR&R certification within four months of employment.
- Ability to work flexible hours when required by management.
- This position requires 25% or less local daily travel to Palm Beach County office locations for meetings, trainings and as needed for other required duties.
- Bilingual and able to read, write and speak in English and Spanish or Creole proficiently is required.



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EDUCATION AND/OR EXPERIENCE:

- Bachelor's degree from an accredited four-year College or university in a related field.
- One to two years related experience and/or training. One year of related knowledge of CCR&R and Eligibility & enrollment or other related processes.
- Current knowledge of EFS Database or other similar or Statewide Database.

COMPUTER SKILLS:

An ideal candidate will have an advanced level of technical skill. Experienced using Database software; Spreadsheet software and Word Processing software. The candidate will have an advanced experience using outlook in an Exchange environment, tech savvy over all, experience with Box/Dropbox, familiarity with Android and IOS, Windows 8 and 10 experience, and experience working offsite using portable scanners and laptops.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this Position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to sit, talk, hear and use hands and fingers to operate and handle keyboards and office equipment. The employee is occasionally required to walk and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or c
- Occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate.
- Setting: Office/Administrative environment.

NON-DISCRIMINATION STATEMENT:

The Early Learning Coalition of Palm Beach County does not discriminate against employees or clients on the basis of race, color, religion, gender identity or expression, sexual orientation, national origin, age, disability, marital status, familial status or any other characteristic protected by Federal and State law. The coalition will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990, as Amended (ADAAA).

The Early Learning Coalition is a drug free workplace.

We recruit, employ, train, compensate, and promote without regard to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, disability, veteran status, or any other basis protected by applicable federal, state or local law.

Apply for the Family Services Specialist - Belle Glade at Early Learning Coalition of Palm Beach County using the link below.

<http://elcpalmbeach.applicantpro.com/jobs/1020979-40038.html>