



Cincinnati-Hamilton County Community Action Agency

We help make things happen

JOB DESCRIPTION

POSITION TITLE: Admissions Manager
DIVISION: Head Start
HIRING RANGE: \$19.97 - \$25.47 per hour
WORK HOURS: 8:00 a.m. – 5:00 p.m., 80 bi-weekly, requires evenings and weekends
LOCATION: Cincinnati-Hamilton County Community Action Agency (C-HCCAA)
1740 Langdon Farm Road, Cincinnati, Ohio 45237

FLSA STATUS: Exempt
PAY GRADE: 10

POSITION SUMMARY:

Apply professional expertise in the enrollment, recruitment, selection, eligibility and attendance (ERSEA) of the Head Start division while ensuring that the agency complies with all regulations per applicable performance standards.

ESSENTIAL JOB FUNCTIONS:

Under General Supervision:

1. Manage admissions staff towards meeting student enrollment goals, through development and implementation of recruitment plans.
2. Ensure communication with parents/families regarding status of enrollment, waiting list, and compliance, also previews any written communication from the department to ensure correspondence is professional in nature.
3. Analyze self-assessment, community assessment, outcomes, and other program data to assist planning efforts, determine program option, recruitment efforts, and enrollment guidelines.
4. Provide input and solutions to develop and or revise Head Start's ERSEA systems, policies and procedures.
5. Ensure ongoing Child Plus technical training and input support is provided grantee-wide.
6. Evaluate, design, monitor, and develop reporting systems to process enrollment applications.
7. Implements and continuously improves the Child Plus tracking and reporting system.
8. Ensure compliance with all relevant regulations and standards.
9. Make decisions regarding applicant acceptance in accordance with Head Start Performance Standards and following the agency Recruitment and Selection Policies.
10. Review challenging applications that lack documentation. Verify information with Department of Health and Human Services (DHS), Region V or Department of Education, and Head Start applicants.
11. Prepare and distribute timely reports and tracking regarding ERSEA updates.
12. Develop and implement more efficient and effective policies and procedures for program intake, recruitment and data management to ensure accurate and timely processing.
13. Maintain systems, databases, files etc. ensuring security and accuracy of data.
14. Develop, implement, and manage current and new databases to increase efficient service delivery, tracking, and reporting functions.
15. Ensure that department maintains records and data in a confidential manner.
16. Oversee hiring, training and support staff development.
17. Attend meetings, trainings, and maintain a level of good work attendance.
18. Develop, implement, and manage grantee-wide central admissions as well as creation, management, and reporting of grantee-wide recruitment efforts.
19. Data collection, management, analysis, reporting, and recommendations from all data sources
20. Development of processes and procedures that enhance the ability to collect, manage, and report program performance and outcomes
21. Reporting/Publishing Head Start and Early Head Start outcomes.

This list of job functions contains the essential functions of the job only.
Other duties may be assigned as necessary.

QUALIFICATIONS AND REQUIREMENTS:

The incumbent must have:

1. Master's Degree in Business, Marketing, Family Administration Services or related area or Bachelor's Degree and 3 years experience in School Admissions or administrative/leadership capacity.
2. Knowledge and experience in data collection, information processes, and systems along with general knowledge of policy and procedure compliance, typically gained by one to two years related experience in a lead position. Previous job experience in Admissions Office.
3. Training and training development experience.
4. Knowledge of Head Start performance standards, philosophy, and mission desirable.
5. Advanced computer literacy including database management, spreadsheet manipulation, word processing, internet, and email.
6. Microsoft Office program proficiency.
7. Excellent written and verbal communication skills.
8. Excellent interpretation and problem solving skills.
9. Current enrollment in Child Care Division – Criminal History Registry.
10. Valid driver's license and proof of insurance for work-related driving.
11. Ability to interpret policies and regulations, appropriately answer questions, and provide staff support.
12. Ability to work independently and in a team environment.
13. Sustained concentration on detail and accuracy and the ability to prioritize workloads.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job with or without reasonable accommodations.

Work environment:

Normally a typical office environment, with minimal exposure to excessive noise or adverse environmental issues, but also includes occasional local travel, including exposure to heat, cold, inclement weather conditions, and occasional environmental hazards.

Physical demands:

Ability to meet the following physical requirements with or without reasonable accommodation:

- a. Use hands to manipulate, handle, feel, and control items or equipment;
- b. Talk and hear;
- c. See and be able to read, write, and interpret written documents;
- d. Effectively communicate with the public;
- e. Lift and move objects weighing up to 15 pounds.

ORGANIZATIONAL STRUCTURE:

Reports to: Associate Director

Manages: Business Process Analyst, Information Officer, Data Technician, and Program Recruiter

Cincinnati-Hamilton County Community Action Agency is an Equal Opportunity Employer. The Functions, Qualifications, Requirements and Physical Demands listed in this job description represent the essential functions of the job, which the incumbent must be able to perform either with or without reasonable accommodation. The listed Job Functions do not necessarily include all activities that the incumbent may perform.