

Our Mission: To Inspire Children, Empower Families and Build Stronger Communities

## ENROLLMENT SPECIALIST

### POSITION SUMMARY:

Schedules and enrolls subsidy and private pay families in compliance with all applicable rules and regulations. Maintains up-to-date information on enrolled families.

### POSITION OVERVIEW:

- Employment Type: Full-Time Temporary with the possibility of going permanent
- Salary:
- Location: Fremont
- Job Category: Administration
- Reports to: Compliance and Eligibility Director
- Supervises: None

### PRIMARY RESPONSIBILITIES:

- Certify families as eligible for state and federal subsidy programs as applicable.
- Schedule and complete enrollment documentation with private pay and subsidy families.
- Maintain confidentiality of children, families and staff.
- Maintain continuing eligibility of subsidy families through recertifications.
- Follow up on outstanding issues until a resolution is reached.
- Member of strike team to assist other Enrollment Specialists and Compliance Director in mass enrollments.
- Certify families for the federal meal program.
- Assist in preparation of Contract Monitor Reviews and other audits.
- Attend training as necessary including, but not limited to contact with state consultants, conferences and seminars.
- Work as a member of the agency team by promoting the mission and philosophy of the organization.
- Interact with a diverse group of clients and present yourself in a professional image as a representative of Kidango.
- Establish and maintain cooperative working relationships with those contacted in the course of work
- All other duties as assigned by the Compliance and Eligibility Director

### POSITION QUALIFICATIONS/REQUIREMENTS:

- AA required.
- Solid organizational and time management skills. Detail oriented.
- Strong verbal and written communication skills.
- Bilingual in Spanish Preferred
- Two years of experience providing customer service and detailed administrative duties.
- Previous experience with computerized data bases; web based preferred.
- Must possess organizational agility - Knowledgeable about how organizations work. Knows how to get things done both through formal channels and the informal network. Understands the origin and reasoning behind key policies, practices, and procedures. Understands the cultures of organizations.
- Must be able to process management - Good at figuring out the processes necessary to get things done. Knows how to organize people and activities. Understands how to separate and combine tasks into efficient work flow. Knows what to measure and how to measure it can see opportunities for synergy and integration where others can't. Can simplify complex processes; gets more out of fewer resources.

**POSITION QUALIFICATIONS/REQUIREMENTS:**

- Able to travel efficiently throughout the assigned area.
- Required possession of a valid California Driver's License.
- Clear driving record and use of insured personal vehicle throughout course of employment.

**COMPANY WIDE JOB REQUIREMENTS:**

- Must pass a health screening and TB test
- Must pass background fingerprint clearance
- Valid Driver License
- Must be 18 years or older

**ADMINISTRATIVE WIDE DEMANDS:**

Job duties will be performed in an office environment and the physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- This is largely a sedentary role; however the need for some walking and standing will be required
- The ability to lift up to 20lbs may be needed during some job duties
- The employee will be required to use hands for computer work, answering phones calls...etc.

**\*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions**

**Equal Opportunity Employer/Drug Free Workplace**

HOW TO APPLY: To apply for this position please complete an application at [www.kidango.org/Careers](http://www.kidango.org/Careers)

You may submit your resume along with an application. Please note that you are not considered an applicant until you have completed an application for employment.