



CHILDREN AND FAMILY SERVICES ELIGIBILITY COORDINATOR (SUPERVISORY)

The SACRAMENTO EMPLOYMENT & TRAINING AGENCY (SETA), a joint powers agency of the City and County of Sacramento, was formed in 1978. From its inception SETA has been an effective force in connecting people to jobs, business owners to quality employees, education and nutrition to children, assistance to refugees, and hope to many Sacramento area residents. For additional information please visit us at www.seta.net.



We are looking for a CFS Eligibility Coordinator who will coordinate and oversee multiple contract types, and perform related work as required. This position performs a variety of highly specialized statistical record-keeping and monitoring assignments, including maintaining and processing reports and records, checking the accuracy of reports, files, and calculation of family fees, providing training to staff on state funding terms, conditions, and providing training and direction to staff who support Head Start-State collaboration classrooms.



Position Summary: Under general direction, the Eligibility Coordinator directs and coordinates the eligibility and enrollment for the Head Start-State delivery system, including supervising assigned staff, maintaining and analyzing data systems and information used to track the operations of the Head Start/Early Head Start and State collaboration programs. The CFS Eligibility Coordinator will coordinate and oversee multiple contract types, and perform related work as required.

Starting Salary: \$25.79 per hour

Benefits:

Medical Benefits (6 plans to choose from)

Dental Benefits

Life Insurance

Vision Insurance

Health Savings Account (HSA)

Educational Reimbursement: up to \$1500 annually

Access to the Public Employee Student Loan Forgiveness Program

Paid Jury Duty

Pension (mandatory contribution required)

Retirement Health Savings Accounts and 457 plans

Paid Holidays

Paid Vacation

Paid Sick Leave

Regional Transit Monthly Pass Reimbursement

Minimum Qualifications:

Any combination of training and experience which would likely provide the required knowledges and abilities is qualifying. A typical way to obtain these knowledges and abilities would be:

- I. At least five (5) years of work experience working with Head Start and/or State subsidized funded childcare programs, including State Preschool (CSPP) and/or General Child Care (CCTR) programs. At least one (1) year of work experience in data analysis, record keeping, reporting systems, and maintaining file-tracking systems. At least two (2) years of supervisory experience.

OR

Education:

- I. Any advanced education, such as a bachelor's degree (or higher) in social services, human development, business management, data management systems or related field is highly desirable.

***Due to COVID-19, the recruitment for this position may be a virtual recruitment, meaning exams, and interviews will utilize electronic mediums such as video conferencing.**

WHO MAY AND HOW TO APPLY: This is an Open Recruitment. Open to the public as well as current employees, and employees eligible for transfer or voluntary demotion. A completed SETA application or transfer form must be submitted by the deadline date using the online application which can be found at <https://laserfiche.seta.net/Forms/app>. **Copies of all degrees, permits, and credentials must be attached to the application.**

Upon job offer individuals will be required to complete a pre-employment health screening, TB test, and background check, and provide copies of immunization records for MMR, TDAP and flu (or flu waiver).

POSTING DATE: Tuesday, July 13, 2021

FINAL FILING DATE: Monday, July 26, 2021.

SETA will not accept applications electronically submitted after the 5 p.m. deadline. SETA is an Equal Opportunity Employer. Auxiliary aids and services are available upon request to individuals with disabilities.

