**Infant Welfare of Society of Evanston, Inc.**

**Job Description**

**Job Title:**, ISBE Program Enrollment Specialist

**Reports To:** Site Director, Teen Baby Nursery

**Category:** Part-time, Hourly Temporary

**AGENCY MISSION**

The Infant Welfare Society of Evanston is committed to the care and early education of infants and toddlers and to supporting their families’ efforts to be self-sufficient providers and effective parents.

**Summary**

As the ISBE Program Support, he or she works to insure families receive comprehensive, coordinated support services with a focus on prevention. The ISBE Specialist provides ongoing, individualized support services to Home Visitors and their families enrolled in in the Home visiting Program. The ISBE Program Support Specialist is responsible for the coordination various meetings, trainings and activities that involve families. The ISBE Program Support Specialist also supports the Home Visitor staff with services that insure program enrollment occurs and is maintained. The ISBE Program Support Specialist must support implementation of the ISBE Prevention Initiative Program Standards.

**ESSSENTIAL DUTIES AND RESPONSIBILITIES**

* Recruit new families into the ISBE PI 0-3 Home Visiting Initiative program according to the established rules and criteria around enrollment and eligibility.
* Communicate directly with ISBE Program Manager and Home Visitors when referring and recruiting new families
* Maintain accurate records of ISBE Participants who are enrolled or on the waitlist
* Accompany Home Visitors on visits on an as needed bases
* Acts as a liaison and advocate for families to assure providers and agencies are user friendly to ISBE families.
* Empowers and encourage families to make use of all identified resources.
* Works as a team with center directors, staff, and community resources
* Assist in the planning and implementation of Monthly Parent/Child Play Groups and Parent groups
* Maintains confidentiality of all family information and records in accordance with IWSE confidentiality policy and procedures.
* Performs any other task deemed necessary by the Center Director.

Reporting and Documentation

* Maintain complete and accurate records in program database.
* Coordinate the closing, storing and inventory of files for children who leave the program.
* Update all forms and written material as needed to maintain compliance with current program regulations.
* Ensure case notes are written accurately and inputted in a timely manner using current data system.

Professional Development

* Promote positive, pleasant and professional relationships with staff.
* Identify and participate in professional development activities (including regular independent reading, webinars, meeting and conferences) to attain and maintain expertise in area of responsibility.

Knowledge, Skills and Abilities

* High School Diploma
* Bilingual in English and Spanish
* Requires knowledge and experience in ECE, Child Development or related field
* Requires knowledge and experience in data collection and information processing.
* Advance computer literacy including: database management, spreadsheet, work processing, internet, email.
* Knowledge of ISBE Prevention Initiative Standards, philosophy and mission desirable.

**CERTFICATES AND LICENSES**

* Certification in Infant and Child Cardiopulmonary Resuscitation (CPR) and Pediatric First Aid (within six months of employment).
* A physical exam by a licensed health provider, certifying good health and freedom from communicable diseases, along with a negative result for a tuberculosis test, with six months prior to the date of hire.
* Freedom from conviction or pending charges of criminal activities as described in the State of Illinois Licensing Standards for Day Care Centers.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standards exists.

**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 job. 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 use hands to, handle, touch, carry and otherwise perform the duties described herein. The employee frequently is required to stand; walk; carry; sit; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. The employees must be able to communicate verbally as well as hear children and adults communicating even when not directly speaking to the employee.

**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.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals, and outside weather conditions. The noise level in the work environment is usually moderate.