



HEAD START CFS ELIGIBILITY COORDINATOR

The SACRAMENTO EMPLOYMENT AND 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.

Program Summary: Head Start Children Family Services (CFS) Eligibility Coordinator (Supervisory) primary responsibility will be to direct and coordinate 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.

Position Summary: We are looking for a CFS Eligibility Coordinator (Supervisory). The coordinator 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.

Starting Salary: \$30.08/Hr. to \$38.39/Hr. (New employees typically are hired at the first step. SETA's pay scale consists of six steps, each step increase is on an annual basis.)

Benefits:

Medical Benefits (6 plans to choose from)
Dental and Vision Benefits
Life Insurance and Employee Assistance Program (EAP)
Modern Health – Mental Wellness Program
Health Savings Account (HSA)
Educational Reimbursement: up to \$1500 annually

Pension (mandatory contribution required)
Retirement Health Savings Accounts /457 Plans
Paid Holidays (13)
Paid Vacation and Sick Leave
Paid Personal Leave and Paid Jury Duty
Regional Transit Monthly Pass Reimbursement
Public Employee Student Loan Forgiveness Program



Minimum Qualifications:

Training and Experience: Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain the knowledge and abilities would be:

1. 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

2. 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.



WHO MAY AND HOW TO APPLY: This is an OPEN examination. Open to the public, current employees, and employees eligible for transfer or voluntary demotion. A completed SETA application must be submitted by the deadline date using the online application

[Click Here to Apply](#)

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: Thursday, June 20, 2024

FINAL FILING DATE: Wednesday, July 3, 2024

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