

and verifying financial information; interviews families and complete intake processes.

#### **REPRESENTATIVE DUTIES:**

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

#### **ESSENTIAL DUTIES:**

Provides technical, clerical and record keeping duties relating to the eligibility of families and the enrollment of students in the child services programs administered; determines eligibility by obtaining, reviewing and verifying financial information.

Interviews families and complete intake processes; assists incoming families by providing applications and appropriate enrollment packets to complete; receives and reviews incoming enrollment packets, make copies, calculates income and schedules intake appointments.

Maintains assigned databases, records and reports; inputs family data into assigned database systems, prepares necessary papers and meet with families to review and sign documents; reviews and processes incoming documents, terminations, updates and recertification lists.

Explains, interprets and clarifies program regulations and guidelines, agency resources, procedures, rights and responsibilities; contacts families regarding attendance, application and enrollment status, discrepancies and incomplete information; returns applications as needed.

Receives, reviews and verifies information submitted from families; contacts appropriate information sources to determine program eligibility; determines if families are eligible or continue to be eligible for program services, based on established federal and State regulations and guidelines.

Serves as liaison to families on site regarding eligibility and enrollment functions; assists incoming families and provides them with information needed.

Maintains a variety of records and reports as assigned; responds to and prepare a variety of correspondence and reports relating to child program assistance participants, meal counts, program performance, attendance, eligibility and enrollment status.

Maintains full enrollment of assigned sites in accordance with established guidelines, policies and procedures; corresponds with various departments and agencies regarding recruitment and student eligibility and enrollment.

Provides translation services between English and designated aa  
in the child services programs;

Prepares, makes copies, organizes and assembles student portfolios and distribute portfolios to the appropriate teacher.

Operates a variety of standard office equipment, including a printer, copier, scanner, computer and assigned software.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Data management systems and data collection processes.

Goals and functions of child assistance programs and public assistance services and agencies.

State and federal regulations and guidelines related to child assistance programs and public assistance services and agencies.

Perform various clerical duties.  
Perform basic math.  
Meet schedules and time lines.  
Drive a vehicle to conduct work as needed.

**EDUCATION AND EXPERIENCE:**

*Any combination equivalent to:* Graduation from high