



Plaza de la Raza Child Development Services, Inc.

13300 Crossroads Pkwy N. Suite 440, City of Industry, CA 91746

Tel. (562) 776-1301

www.plazadelaraza.info

Employment Opportunity

Posted Date: June 15, 2018

Closing Date: Until Filled

Position Title: Eligibility and Enrollment Clerk
Reports To: Eligibility and Enrollment Coordinator
Department: Parent and Community Services
Employment Status: Non-Exempt
Hourly Range: \$15.65 - \$17.52
Work Location: Los Angeles County

I. Program Summary

Plaza de la Raza Child Development Services, Inc. (Plaza) is a comprehensive early childhood education program with a focus on school readiness for children zero to five years of age. Developmentally appropriate services are provided for children from low income families, zero to five years of age. Plaza de la Raza currently serves over 1,620 children and their families.

II. Summary of Duties

Implement timely application processing according to enrollment procedures. Enter application data into ChildPlus data base. Verify applications for completeness, and follow up with staff as needed. Prioritize task in order of deadlines, importance and program requirements. Maintain confidentiality of all program record and information. Organizes and maintain filing systems. Maintain family files and forms insuring information is current, correct and disseminated to all necessary staff to meet program requirements. Processes transfers and drop of enrolled children and families. Takes an active role in compiling Community Assessment data of enrolled children. Provide in person, phone, and written contact with staff for follow-up as needed. Documents all communications and family updated as necessary. Performs other administrative duties as assigned by supervisor

III. Qualifications & Experience

A. Education

Must have High School Diploma or GED equivalent. AA Degree desired.

B. Experience

Minimum of one (1) years of clerical experience in a position of comparable responsibilities.

IV. Special Requirements

Medical

Examination:

Prior to first day of employment, employees must submit an initial health screening, tuberculin (TB) skin test or chest x-ray clearance, immunization records for measles, pertussis (Whooping Cough) and influenza.*

Fingerprint

Clearances:

All potential employees will be subject to obtain fingerprint clearances from the Department of Justice (DOJ), the Federal Bureau of Investigation (FBI), and the Child Abuse Index prior to starting work.*

Other Special Requirement: Must have the use of an automobile with adequate insurance coverage and a valid California driver's license, or have available private transportation.

** Failure to meet medical standards and/or criminal record clearance may result in withdrawal of contingent offer of employment.*

V. Benefit Plans

Plaza offers eligible employees the opportunity to select plans and programs that meet individual and family needs through our comprehensive benefit plans

Health Care: Medical, Dental, Vision, Long Term Disability Insurance, Life Insurance, and FSA
Financial: 401 (k) Plan and Direct Deposit
Time Away from Work: Vacation, Paid Holidays, Sick Days, Leave of Absence, Jury Duty, and Bereavement Leave
Work/Life Solutions: Life Assistant Program

VI. Physical Demands

The physical demands and work environment characteristics described here are representative of those that must be met, or are encountered, by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch; and talk or hear. The employee is occasionally required to sit and climb or balance. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

VII. Application Procedures

Applicants interested in the position must complete Plaza's employment application. Resumes are not accepted in lieu of application materials. Applicants may obtain an employment application from Human Resources department located at **13300 Crossroads Pkwy N. Suite 440, City of Industry, CA 91746**, or may download the application from the Careers section at www.plazadelaraza.info.

Applicants must submit a complete application packet to Human Resources Department via email jobs@pdlr.org or by regular mail to the address listed below:

Plaza de la Raza Child Development Services, Inc.
Human Resources Department
13300 Crossroads Pkwy N. Suite 440
City of Industry, CA 91746

Employment application packets must include all of the following documentation:

1. Cover letter
2. Resume
3. Employment Application
4. High School Diploma or GED.

*** Only complete application packets will be considered for the screening and selection process.**

EQUAL OPPORTUNITY EMPLOYER

In addition to fully meeting its obligations for nondiscrimination under federal and state law, Plaza de la Raza Child Development Services is committed to creating a community in which a diverse population can learn, live, and work in an atmosphere of tolerance, civility, and respect for the rights and sensibilities of each individual, without regard to economic status, ethnic background, veteran status, political views, or other personal characteristics or beliefs.