



Human Resources

Oakland Livingston Human Service Agency

196 Cesar E. Chavez Ave.

P.O. Box 430598

Pontiac, MI 48343-0598

Email: EMPLOYMENT@olhsa.org

(248) 209-2615 FAX

Website: www.olhsa.org

Bilingual Intake Coordinator

Division: Early Childhood Services

Department: Head Start

Supervisor: Family Advocate Manager

Qualifications:

1. Associate's Degree required. Bachelor's Degree preferred.
2. Bilingual in Spanish required.
3. Valid Driver License and reliable transportation.
4. One (1) year experience in an administrative position with good proofreading, computer applications using a Window Environment, data and word processing, filing, formatting, and composing correspondence, etc.

Job Mission:

Serve as the initial contact and point of entry for potential Head Start families and support the overall development, implementation, and coordination of Enrollment, Recruitment, Selection, Eligibility and Attendance activities.

Performance Standards:

1. Conduct enrollment/re-enrollment with families, including entering all data into agency database, ensuring ongoing compliance with all relevant regulations and standards related to program selection criteria and eligibility.
2. Create outreach recruitment material.
3. Recruit eligible families throughout the community.
4. Assure timely preparation of reports.
5. Carry out all other duties as assigned by supervisor.

Hours & Wage

40 hours per week, 52 week per year

\$15.62 per hour (minimum) for Associate Degree

\$16.12 per hour (minimum) for Bachelor Degree

Location

Oakland County