

# KICKAPOO TRIBE OF OKLAHOMA



## NOTICE OF VACANCY

EMPLOYMENT: ERSEA Manager

DEPARTMENT: Kickapoo Head Start, Inc.

STATUS: Full Time

DEADLINE: Until Filled

### **JOB DESCRIPTION:**

The Enrollment, Recruitment, Selection, Eligibility, and Attendance (ERSEA) Manager upholds compliance with all policies and regulations per applicable to HS Performance Standards. ERSEA manager is responsible for conducting annual survey to update community strengths, needs, and available resources. ERSEA Manager is responsible for the intake of enrollment applications; Recruitment of families; determining, verifying, & documenting eligibility; and inputting daily attendance. Position requires daily input of information in ChildPlus Software (requires good computer skills). ERSEA Manager must maintain funded enrollment and must fill vacancies as soon as possible. ERSEA Manager must provide training to all governing body, policy council, management, and staff on applicable federal regulations and program policies and procedures regarding ERSEA.

### **MINIMUM REQUIREMENTS:**

- **Education:** Bachelor Degree in Social Work, Social Services, Early Childhood Education, Child Development or an approved closely related field.
- Good health status as documented by a physical examination.
- Ability to lift 50 pounds.
- Ability to provide evidence of freedom from TB.
- Experience with Excel, Word, and Data Collection
- Experience working with Native American Communities
- Valid Oklahoma driver's license and satisfactory driving record.
- Satisfactory OSBI background check
- Maintenance of a current First Aid and CPR certificate.
- **Skills:** Excellent communication skills; Computer skills is a Must; willing to obtain CDL for the purpose of serving as Bus driver as needed.
- **Requirements:** Must possess documents that establish both identity and employment eligibility, pass a drug screening test, and complete an OSBI background investigation. English language necessary and Kickapoo language is a plus.

If you are interested in the positions listed above, please submit resume and application to:

Kickapoo Tribe of Oklahoma  
Attn: Kickapoo Head Start, Inc.  
PO BOX 399  
McLoud, OK. 74851

email: [jaymetrevino@ktoheadstart.com](mailto:jaymetrevino@ktoheadstart.com)  
or by Fax: 405-964-3417

*Kickapoo Tribal Members and Indian preference in filling this vacancy is given to qualified candidates, in accordance with Title 25, U.S. Code Section 472 and 473. Kickapoo Tribe of Oklahoma is an equal opportunity employer.*

*The Kickapoo Tribe of Oklahoma is a Drugfree Workplace and an At-Will Employer*