

ERSEA/Family Service Specialist

Work Hours: Monday through Friday

Position Type: 12-Month/80 hr. – Biweekly/Full-time Position

Pay Rate: \$23.18 hourly Based on Education

Essential Job Duties: Assures compliance with all Head Start Performance Standards and supports center efforts related to the enrollment, recruitment, selection, eligibility, and attendance of children. Responsible for data entry of ERSEA applications for enrollment and make needed corrections. Responsible for data entry of Health documents, not limited to physicals, immunizations, and disability. Assist and support the Family Advocate(s) to ensure that full enrollment is met and maintained throughout the year.

Qualifications: The successful applicant should have a Bachelor's Degree from an accredited university or college in Social Work, Social Science, Sociology, Psychology, or related field. 18 Hours of Early Childhood Education, preferred. Willingness to obtain any credentials, endorsements or licensures in Family Services, Health, Mental Health, and ERSEA. Willingness to obtain certification as an ACEs trainer with train the trainer. Should also possess good written, verbal, and computer skills, preferred. Valid Tennessee driver's license and vehicle with liability insurance.

*A detailed job description will be provided during the interview process.

Deadline To Apply: Friday, January 09, 2026

****How to Apply:**

- Online at our website www.nwcommunityaction.org – Careers Tab – Online Application
- Email completed application to Applications12579@nwtncap.org
- Mail to: Northwest Tennessee Economic Development Council, Head Start/Early Head Start Program
231 South Wilson Street, Dresden, TN 38225. Attn: Human Resource Department, Suite 212

Applications can be downloaded from the website, picked up at your local Head Start/Early Head Start Center, or you can call 731-364-4825 to have an application emailed to you for your convenience.

ALL REQUESTED DOCUMENTATION MUST BE SUBMITTED TO BE CONSIDERED FOR ANY POSITION.

FAXED APPLICATIONS WILL NOT BE ACCEPTED!!!

- Our program accepts employment applications on an on-going basis

“We Make a Difference”.