

HEAD START OF YAMHILL COUNTY

1006 NE 3RD STREET, MCMINNVILLE, OR
POSITION DESCRIPTION

Revision Date: 04/01/2017	Position Number: HSYC-16-12-AOS	FLSA Status: Non-Exempt
Position Title: Administrative Office Support I	Pay Range: TBD, F/T with Benefits	
Reports to: Communications and Volunteer Specialist	Position Supervised: None	

GENERAL DESCRIPTION:

Provides general office support for the Head Start of Yamhill County Administration office.

POSITION SPECIFIC JOB DUTIES:

1. Act as the public face of Head Start of Yamhill County; answering telephones and as the front desk reception.
2. Ensure all program forms are inventoried, purchased, and stocked.
3. Accountable for Record Retention and Destruction.
4. Submit OHSA memberships for staff and Policy Council members, annually.
5. Establish SSID numbers for every HS child by required date and add entry dates into ChildPlus.
6. Enter records of attendance and Home Visits into ODE website.

Assist Human Resources component in successful and timely administration including, but not limited to:

1. Correspondence related to position applicants.
2. Input and maintenance of staff records in Child Plus, including terminations.

Contributes to the team effort by performing the following:

1. Participating on the HSYC Team.
2. Collaborate with the Leadership and Coordinator Team to develop coordinating work plan training sessions for pre-service training as needed throughout the year.

3. Interact with members of the Board of Directors and Policy Council upon request of Executive Director.
4. Attend all meetings and trainings (including local and state trainings) as requested.
5. Establish open and positive communication and interaction with all staff.
6. Participate with the HSYC Leadership Team in program planning, establishing policies and procedures, budget preparation, grant development, and assistance with preparation of annual federal and state grants as requested.
7. Participating in the coordination of the annual Program Self-Assessment and follow-up planning for improvement.
8. Openly receive feedback from members of the Leadership Team and implement plans of action to comply with Head Start Performance Standards and HSYC policies.
9. Must understand the importance of, and be committed to, being a team member.

Maintains professional and technical knowledge and practices by performing the following:

1. Establish personal networks, attend educational workshops, attend designated training workshops or seminars and participate in training as part of the HSYC team.
2. Implement and employ the NAEYC Code of Ethics and Agency-specific ethics and policies.
3. Keep current on local, state, and federal regulations and accepted best practices applicable to Parent, Child, Infant, and Toddler Development program service areas.

SHARED JOB DUTIES:

1. Process incoming and outgoing mail and log incoming checks.
2. Filing, photocopying, postage machine, and preparing mailings.
3. At end of day, check copier and fax to fill with paper as needed.
4. Create, maintain, and complete the filing for office Child Files.
5. Order, organize, and distribute office supplies.
6. General typing of correspondence and reports as needed.
7. Generate the following binders: Board of Directors, Policy Council, and HS101.
8. Provide office assistance for the Executive Director and Coordinators.
9. Assist ERSEA Specialist with income verification of families according to agency

policies and procedures and notification of waitlisted and enrolled children.

10. Work closely with families in obtaining required documentation for verification processing.
11. Work closely with DHS Self Sufficiency in obtaining required documentation for verification processing.
12. Attend verification/ ERSEA trainings and meetings as requested by ERSEA Specialist.
13. Responsible for the data entry of all child enrollment, entry date, other family forms and ensuring all is complete and accurate.
14. Data entry of child enrollment activity (adds/drops) to ensure organization maintains full capacity.
15. English/Spanish translation of forms, policies, and procedures for the Yellow Notebook, Policy Council minutes and Agendas, and other organization translations as needed.
16. All other duties as necessary.

MINIMUM EDUCATION AND/OR EXPERIENCE:

1. High School Diploma or GED, required.
2. One year general office experience, preferred.

MINIMUM QUALIFICATIONS:

1. Maintain confidentiality and exercise sound judgment concerning privileged information.
2. Bilingual, able to speak, read and write in English and Spanish.
3. Computer literate (excel, word, data base entry, e-mail, etc.)
4. Able to file appropriately using alpha-numeric filing system.
5. Able to prioritize, organize, and efficiently meet deadlines.
6. Able to work well with multiple persons including parents, coordinators, managers, staff, vendors, contractors, and the general public.
7. Must be a self-starter, on-time and dependable.
8. Enthusiastic, energetic, compassionate, sensitive and respectful personality

9. Must be free of child care-restrictible disease, as defined in OAR 333-019-0010, symptoms of physical illness, as defined in OAR 414-300-0220(1), or mental incapacity that poses a threat to the health or safety of children.

COMMUNICATION SKILLS:

1. Greet the public in a respectful and pleasant manner.
2. Able to communicate effectively, positively, respectfully, sensitively and confidentially with children, families and co-workers.
3. Represent the organization in a professional manner.
4. Ability to read, speak, and write with proficiency in English language.
5. Ability to use various types of equipment to communicate; email, fax, telephone conversations and face-to-face meetings.
6. Must be able to communicate with peers and Coordinators to relay important information quickly and effectively.
7. Ability to participate in effective conflict resolution practices.

CERTIFICATE, LICENSES, REGISTRATIONS:

1. Registration and approval to work in a child care facility and continued enrollment with the Criminal History Registry of the Oregon Child Care Division consisting of a Federal fingerprint background check, state background check, child abuse/neglect check and sex offender check.
2. Pre-employment physical and employment physicals throughout employment.
3. Self-Health Appraisals throughout employment.
4. Complete the Head Start 101 and Human Resources trainings.
5. Obtain the Introduction to Child Care Health and Safety Certificate within 30 days of hire.
6. Obtain the Recognizing and Reporting Child Abuse and Neglect Certification within 90 days of hire.
7. Participate in a minimum of 15 clock hours of professional development, per year

Note: Applicant must be enrolled in the Criminal History Registry and is subject to fingerprinting and criminal records checks as required by ORS 181.537, and child protective services records checks.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of the job, the employee needs to be able to:

1. Lift up to 50 pounds with assistance.
2. Periodically bend and stoop.
3. Sit for long periods of time.

MENTAL DEMANDS:

1. Job requires mental alertness.
2. Ability to anticipate possible crisis situations and deal with them effectively.
3. Ability to use good judgment with at-risk client populations.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Exposure to indoor environments and outside weather conditions.
2. Work within a team environment.

CONFIDENTIALITY:

This position respects the confidentiality of information about Head Start’s enrolled children and families, agency staff, personnel issues and other program operations.

I have read this job description. I understand my responsibilities and will fulfill them to the best of my ability.

Signature

Date

The organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.