

HEAD START OF YAMHILL COUNTY

1006 NE 3RD STREET, MCMINNVILLE, OR
POSITION DESCRIPTION

Revision Date: 6.26.2020	Position Number: HSYC-16-12-AOS
Position Title: Administrative Office Support I	Pay Range:
Reports to: Communications and Volunteer Specialist	
FLSA Status: Non-Exempt	
Positions Supervised: None	

GENERAL DESCRIPTION:

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

MINIMUM QUALIFICATIONS:

1. Maintain confidentiality and exercise sound judgment concerning privileged information.
2. Good written and oral communication.
3. Bilingual, able to speak, read and write in English and Spanish
4. Computer literate
5. Able to file appropriately using alpha-numeric filing system
6. Enthusiastic, energetic, compassionate, sensitive and respectful personality
7. Must be a self-starter, on-time and dependable
8. Able to prioritize, organize, and efficiently meet deadlines
9. Able to work well with multiple persons including parents, coordinators, managers, staff, vendors, contractors, and the general public
10. Demonstrate the ability to use positive guidance techniques (PBIS) with children, families, and co-workers
11. Demonstrate an understanding in ethical practices as listed in the NAEYC Code of Ethics
12. 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

MINIMUM EDUCATION AND/OR EXPERIENCE:

13. High School Diploma or GED
14. One year general office experience is preferred

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COMMUNICATION SKILLS:

1. Able to communicate effectively, positively, respectfully, sensitively and confidentially with children, families and co-workers
2. Represent the organization in a professional manner
3. Ability to read, speak, and write with proficiency in English language
4. Bilingual/ Bi-literate English/Spanish
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 regarding children and families
7. Ability to participate in effective conflict resolution practices
8. Greet the public in a respectful and pleasant manner

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 throughout employment
3. Self-Health Appraisals throughout employment
4. Complete the Head Start 101 and Human Resources training
5. Obtain Food Handler's permit within 30 days of hire
6. Obtain the Introduction to Child Care Health and Safety Certificate within 30 days of hire
7. Obtain the Prevention is Better Than Treatment Certificate within 30 days of hire
8. Obtain the CPR/1st Aid Certification within 90 days of hire
9. Obtain the Recognizing and Reporting Child Abuse and Neglect Certificate within 90 days of hire
10. Registered in Oregon Registry Online (O.R.O.)
11. 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.

SHARED JOB DUTIES:

1. Act as the public face of Head Start of Yamhill County; answering telephones and as the front desk reception
2. Process incoming and outgoing mail and log incoming checks
3. Filing, photocopying, postage machine, and preparing mailings
4. At end of day, check copier and fax to fill with paper as needed
5. Create, maintain, and complete the filing for office Child Files
6. Ordering, organizing, and distribution of office supplies

7. General typing of correspondence and reports as needed
8. Generate the following binders: Board of Directors, Policy Council, and HS101
9. Provide office assistance for the Executive Director and Coordinators
10. Attend staff meetings and trainings
11. Assist ERSEA Specialist with income verification of families according to agency policies and procedures and notification of waitlisted and enrolled children
12. Work closely with families in obtaining required documentation for verification processing
13. Work closely with DHS Self Sufficiency in obtaining required documentation for verification processing
14. Attend verification/ ERSEA trainings and meetings as requested by ERSEA Specialist
15. Responsible for the data entry of all child enrollment, entry date, other family forms and ensuring all is complete and accurate
16. Data entry of child enrollment activity (adds/drops) to ensure organization maintains full capacity
17. English/Spanish translation of forms, policies, and procedures for the Yellow Notebook, Policy Council minutes and Agendas, and other organization translations as needed
18. All other duties as necessary

POSITION SPECIFIC JOB DUTIES:

1. Keep program forms inventoried, purchased, and stocked
2. Accountable for Record Retention and Destruction
3. Submit OHSA memberships for staff and Policy Council members annually
4. Establish SSID numbers for every HS child by required date and add entry dates into ChildPlus
5. 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:

1. Being a participant on the HSYC Team
2. Collaborating with the Leadership and Coordinator Team to develop coordinating work plan training sessions for pre-service training as needed throughout the year
3. Interacting with members of the Board of Directors and Policy Council upon request of Executive Director
4. Attend meetings as requested
5. Attending local or state trainings

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6. Establishing open and positive communication and interaction with all staff
7. Participating 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
8. Participating in the coordination of the annual Program Self-Assessment and follow-up planning for improvement
9. Openly receiving feedback from members of the Leadership Team and implement plans of action to comply with Head Start Performance Standards and HSYC policies
10. Must understand the importance of, and be committed to, being a team member

Maintains professional and technical knowledge and practices by:

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

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 is

1. Ability to: lift up to 50 pounds with assistance
2. Periodic bending and stooping
3. Sitting 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 outside weather conditions
2. Driving in all conditions
3. Exposure to indoor environments
4. Exposure to wet and/or humid conditions due to outside weather conditions
5. Work within a team environment

CONFIDENTIALITY:

Respects the confidentiality of information about Head Start 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.