

# Job Description

Our Mission: To Inspire Children, Empower Families and Build Stronger Communities

## EARLY HEAD START & HEAD START ADMINISTRATIVE ASSISTANT

**POSITION SUMMARY:** The E-HS Administrative Assistant will support the E-HS Department in ensuring that Head Start Program requirements are being met by conducting data entry, comprehensive onsite screenings, and internal audits.

### POSITION OVERVIEW:

- Employment Type: Full time/Exempt
- Location: Fremont Blvd. Office
- Job Category: Administration
- Reports to: Vice President of Head Start
- Supervises: None

### PRIMARY RESPONSIBILITIES:

1. Enters ChildPlus Data Entry (health, enrollments, family services, attendance, and PIR) for Early Head Start/ Head Start Programs.
2. Conducts Head Start Hearing and Vision Screenings for children enrolled in Head Start Classrooms
3. Prints all labels for Early Head Start/Head Start Binders
4. Conducts Binder Audits
5. Responsible for copying bulk projects
6. Assists with Early Head Start/Head Start Tooth Mobile/Health Days
7. Responsible for copying attendance sheets for Early Head Start/Head Start Program for all contracts
8. Supports in the tracking and receiving of nutrition assessments/evaluations from Registered Dietician
9. Supports staff trainings and parent meetings
10. Supports maintenance of ERSEA files.
11. Supports maintaining organization and efficient filing.
12. Maintains effective, appropriate communication with supervisor and agency management.
13. Attending all regular and special meetings
14. Attends external meetings when needed
15. All other Job Duties as assigned

### POSITION QUALIFICATIONS/REQUIREMENTS:

- Excellent oral and written communication skills.
- Ability to work effectively and use a positive approach with a diversity of people.
- Ability to accept responsibility, work independently, and set own goals in a professional manner.
- Proficient in Word, Excel, PowerPoint, and Publisher.
- Bi-lingual Spanish preferred.
- High School Graduate.
- Possession of a valid California Driver's License and use of an insured vehicle.
- Able to communicate with the public and represent the agency in a positive manner.

- Able to organize and maintain a variety records.
- Able to operate all computers and software used by agency.
- Able to be flexible in work schedule, including evening meetings.
- Proficient in data and data based computer programs
- Able to maintain confidentiality.
- Able to drive 50 – 60% of the time.

**COMPANY WIDE JOB REQUIREMENTS:**

- Must pass a health screening and TB test
- Must pass background fingerprint clearance
- Valid Driver's License
- Must be 18 years or older

**ADMINISTRATIVE WIDE DEMANDS:**

Job duties will be performed in an office environment and the physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- This is largely a sedentary role; however the need for some walking and standing will be required
- The ability to lift up to 20lbs may be needed during some job duties
- The employee will be required to use hands for computer work, answering phones calls...etc.

**\*\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions \*\***

**Equal Opportunity Employer/Drug Free Workplace**

HOW TO APPLY: To apply for this position, please complete an application at

<https://www.kidango.org/Careers>

You may submit your resume along with an application.

Please note that you are not considered an applicant until you have completed an application for employment.