

CHILD & FAMILY DEVELOPMENT PROGRAMS  
Community Action Team, Inc.

**POSITION TITLE:** Office Support Assistant      **DEPARTMENT:** Human Investment

**POSITION REPORTS TO:** Head Start Director      **FTE:** 90% - 100%

**POSITION DURATION:** as funds permit      **WRITTEN BY:** CAT Administration

**PERSONS SUPERVISED:** 0      **APPROVED BY:** Policy Council  
**APPROVAL DATE:** 1/13/16

**APPROVED BY:** SDA  
**APPROVAL DATE:** 03/11/15

**POSITION SUMMARY:**

The Office Support Assistant position will provide application, enrollment and selection tracking to the Head Start program. S/he will maintain the Child Plus database and Excel to provide accurate student, family and personnel data. S/he will also compile, organize and distribute reports and information related to the database to Director, Associate Director, Area Supervisors and Center Managers as needed. This position requires a high level of attention to detail to assure accurate entry of information.

**QUALIFICATIONS:**

1. Minimum high school diploma/GED. Preferred AA in business, computer science, or office management.
2. One year experience working with Microsoft Office and database programs.
3. Intermediate working computer knowledge and the ability to use a variety of software including Word and Excel.
4. Must be able to accurately enter data from a variety of forms with varying degrees of complexity.
5. Must be able to troubleshoot data errors and/or discrepancies.
6. Ability to communicate in a professional manner with children, families and co-workers in both verbal and written format.
7. Evidence of ability to work in a cooperative team manner, to follow direction and program policies.
8. Bilingual skills preferred.

9. Must be willing and available to work flexible hours.
10. Must be able to attend meetings and trainings that may require out-of-town travel and overnight stays.
11. Ability to occasionally lift up to 50 lbs.
12. Ability to prioritize, organize, problem solve and effectively handle multiple tasks.
13. Must have dependable transportation and/or valid driver's license and auto insurance.
14. Must be on the Central Background Registry and pass a pre-employment drug screening.
15. Ability to participate in regular kneeling, stooping, bending, sitting on the floor and standing for long periods of time.
16. Ability to work with low income and/or special needs families, including families from a diverse population.
17. Must be able to sit at computer workstation for long periods and stand frequently to operate various office equipment.

**DUTIES AND RESPONSIBILITIES:**

1. Must comply with program confidentiality policies.
2. Must maintain a working knowledge of program plans, policies and performance standards.
3. Enter data in a timely and accurate manner as submitted.
4. Maintain up-to-date computer data base on all program participants and staff including entry, import, export and compilation.
5. Works with Center Managers and administration to ensure accuracy and completeness of data for computer entry.
6. Review data for errors or potential problems; and work with staff members in order to resolve problems or to correct errors.
7. Attend required trainings and meetings.
8. Responsible for compiling In-Kind and submitting report to fiscal department.

9. Compile data for all reports, including program, state, federal and agency monitoring.
10. Verify daily sign in sheets, meal counts and adjusted menus for USDA filing.
12. File monthly USDA claims, menus and maintain all necessary files.
13. Provide Child Plus and In-Kind training for staff as needed.
14. Provide telephone backup to Office Support Specialist as needed.
15. Responsible for filing state and federal PIR.
16. Other duties as assigned by the Head Start Director.

Number of Hours per Week: \_\_\_\_\_

Rate of Pay: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_