

# Highland Rim Economic Corporation/Head Start

## Head Start Data Entry Clerk

Reports to: Operations Manager

Policy Council Approval: 10/25/11

### Responsibilities:

- Adheres to all operational Policies and Procedures for the Head Start Program to ensure compliance with Federal Performance Standards and Written Plans.
- Inputs data into the ChildPlus software program.
- Receives and assists individuals attending functions at the Head Start facility and/or inquiring about various programs and services provided by the organization.
- Inputs data into the teachingstrategies.com software as needed.
- Runs reports to verify accuracy of data entry.
- Assists with answering the phone lines, takes messages and/or refers the individual to the appropriate party for assistance in the absence of the Receptionist.
- Assists with the compilation of necessary reports.
- Transports mail to the Post Office, secures postage and/or delivery charges for Certified or Priority mail services, and distributes all incoming mail in the absence of the Receptionist.
- Types agency materials, memoranda, and correspondence as necessary.
- Maintains Head Start program files in accordance with established policies and procedures ensuring the confidentiality of protected information.
- Prepares monthly Policy Council packets.
- Assists with backing up the server.
- Participates in staff meetings and training activities related to the job as needed and/or required.
- Provides data assistance onsite which will require travel as necessary.
- Assists with program related service projects as necessary.
- Interact effectively with the public ensuring a thorough understanding of all information given and received.
- Maintain required forms, files and related documents in an organized and accessible manner.
- Effectively prioritize job assignments and meet all established deadlines and reporting requirements.
- Effectively proofread completed documents and ensure that there are no grammatical and/or spelling errors.
- Assists with the new hire application process.
- Conducts new staff orientation.
- Establish and maintain effective working relationships with co-workers, clients, service providers, vendors and the general public.
- Consistently deal with detailed and complex information in a thorough and accurate manner.
- Communicate in a professional and courteous manner at all times.
- Use sound personal judgment.

- Capacity and empathy to work with a diverse population, low-income families and children including those with disabilities.
- Maintains confidentiality of all records and information for staff, children and families.
- Performs related duties as required.

**Qualifications/Requirements: Data Entry Clerk**

- High School Diploma or GED, strong organizational, interpersonal and decision making skills; dedicated attention to detail; strong typing, analytical, and computer skills as well as basic data entry skills and experience to provide the following critical knowledge, abilities and skills:
- Possession of a valid Tennessee Driver's license and maintain a vehicle liability insurance policy.
- Ensure a periodic physical examination and tuberculin test.
- Incumbents are subject to a criminal background check and must pass a pre-employment drug test and random drug and alcohol screenings.
- Prefer bilingual (English/Spanish).

**Knowledge or Skills:**

- Excellent computer, verbal and written skills.
- Proficient in Microsoft Office applications.
- Proficient in database management software.
- Ability and demeanor to interface and network with staff of professional and civic organizations.
- Excellent organizational and multi-tasking skills.
- Good interpersonal skills and the ability to work as a team member.
- Adheres to professional ethics and standards.

**Working Conditions:**

- This position requires incumbent to walk, sit, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; and talk and hear.
- Daily required to stand, climb, balance and stoop, kneel, crouch or crawl.
- Incumbent is required to regularly lift and/or move up to fifty pounds.
- Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
- The physical demands described above are representative of only some that must be met to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: Highland Rim Economic Corporation is an Equal Opportunity Employer and hires without regard to race, color, sex, age, disability, or national origin. This job description is not intended to be all-inclusive; employees may perform other related duties as negotiated to meet the needs of the organization.