



UMATILLA-MORROW HEAD START, INC.
POSITION DESCRIPTION

CLERICAL—ANNEX

Position Information:

Supervised by: Executive Assistant

Supervises: Does not supervise others

Salary: Specialist I

Classification: Non-Exempt

Terms of Employment: Regular-Full Time

Job Goal:

To assist the CCR&R Director in data entry of Oregon Parent Education Collaborative data, act as the receptionist for the Annex, and be responsible for the collection and tracking of agency monitoring tools

Essential Responsibilities:

- Act as Receptionist/Secretary for Hermiston Annex Office
 - Greet and respond to public coming into the annex office
 - Type, reproduce, and distribute written materials promptly
 - Distribute mail
- Maintenance of office files, supplies, procedures, and forms
 - Check all printers and copy machines daily and restock with paper as needed
 - Maintain Copy Machine form and submit total count to Operations Director monthly
 - Promptly shred files as they arrive for shredding and empty shredder bags into dumpster
- Maintain an orderly desk and office area
 - Vacuum and dust entire office when needed
 - Empty trash from front office and copy room as needed
 - Keep desk free of debris and scattered papers
 - Perform physical inventory of equipment and/or supplies and order supplies as needed.
 - Wipe all counters down when needed (kitchen, staff room, and reception area)
- Assist with staff training and Parent Education tasks
 - Enter data into the OSU website for OPEC sponsored activities
 - Maintain Parent Education Training Calendar
 - Assist in Registering participants for training sessions as needed or requested+
- By the 5th working day of each month, enter time in and out attendance for all children attending full day centers utilizing Care Log
- Prepare Certificates of attendance for Children In The Middle Sessions
- Ensure all facility entrances are secure and the alarm is set nightly
- Maintain UMCHS resource library and Parent Education materials
- Ensure and maintain monthly training calendars that encompass all trainings provided to staff, clients and community and post them on the UMCHS website
- CASA Responsibilities
 - Assist Volunteer Manager with maintaining CASA files
 - Assist Volunteer Manager in following up with Volunteers regarding monthly log reports
 - Assist Volunteer Manager with reminding CASA concerning upcoming court cases and CRB (Citizen Review Board)
 - Assist Volunteer Manager in managing and organizing CASA Manager Data Base
 - Attend CASA staff meetings when needed
 - Assists CASA Coordinator with volunteer orientation as needed

- Apply safe practices in the performance of duties
 - Reporting of unsafe or hazardous working conditions and/or any injury immediately
 - Complying with Agency safety standards
 - Participate in emergency drills
 - Promote a culture of safe environments in the workplace

Qualifications:

- High School diploma or equivalent
- Computer Skills (Microsoft Word, Excel, and Publisher)
- Ability to manage multi-lined telephone system, office copy machines, and printers
- Understand general office procedures
- Knowledge of correct grammar and punctuation
- Current enrollment in the Child Care Division's Central Background Registry
- Current physical examination, drug screen, and TB screen documentation upon hire
- Adequate means of transportation
- Interest in additional training
- Desire to work with low-income children and their families

General Staff Responsibilities:

- Participate in staff meetings, conferences, training sessions and workshops as assigned
- Demonstrate familiarity with employment policies, performance standards, work plan and objectives of Agency
- Maintain congenial and respectful relations with staff, children, families and community
- Keep current and accurate records and file reports on time
- Maintain confidentiality in regards to staff and family information
- Maintain objectives and professional standards
- Improve self-skills and education
- Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy
- Be present at work in order to provide consistency of services
- Be a contributory team member in a positive/productive manner
- Demonstrate commitment to mission, values, and policies in the performance of daily duties
- And or any other duties deemed necessary by your supervisor

Other Requirements:

- Communicate effectively with staff, families, children, and the public using the telephone and in face-to-face, one-to-one, and in group settings
- Comprehend, analyze, and make inferences and references from written material
- Fluent in English both verbally and written
- Produce written documentation with clearly organized thoughts using proper sentence construction, punctuation and grammar
- Make precise arm-hand positioning movements and maintain static arm-hand positions
- Sort/alphabetize documents, records, and/or files
- Ability to do tasks involving repetitive arm and hand movements, such as heavy word processing/keyboarding, using various office tools to collate, punch, cut, or stamp paper and other repetitive or high-volume tasks such as bulk mailings, filing projects, etc.
- Perform detailed and repetitive work such as data entry, completion of forms, and verification of computer reports
- Ability to drive a private or Agency vehicle; must possess a valid driver's license and personal automobile or provide a plan that will allow fulfillment of position requirements

Umatilla-Morrow Head Start, Inc. Is an Equal Opportunity Employer