



UMATILLA-MORROW HEAD START, INC.
POSITION DESCRIPTION

DATA ENTRY COODINATOR

Position Information:

Supervised by: Family Engagement Director

Supervises: Does not supervise others

Salary: Coordinator I

Classification: Non-Exempt

Terms of Employment: Regular-Full Time

Job Goal:

To effectively input data on children and families into ChildPlus

Essential Responsibilities:

- Input and maintain Head Start/Early Head Start child/family information into ChildPlus
- Promptly and accurately type, formulate, reproduce, and distribute written materials, including agency documents
- Transfer student records to Umatilla
- Assist Receptionist as needed

Qualifications:

- High school diploma or equivalent
- Two years of data entry, word processing or related computer experience
- Ability to maneuver and work within a Windows environment.
- Ability and desire to understand complicated software applications and their possibilities\limitations
- 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
- 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
- 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

Other Requirements:

- Ability to use computer and word processing software program, multi-lined telephone system, and copier
- Daily use of computer screen
- 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