
Position Information: ERSEA/DATA SPECIALIST

Supervised by: Family Engagement Director

Supervises: Does not supervise others

Salary: Coordinator IV

Classification: Non-Exempt

Terms of Employment: Regular-Full Time

Job Goal:

To accurately and effectively input data on children and families into ChildPlus & to assist in coordination of recruitment/enrollment process, ensuring files are accurate and complete along with collecting and analyzing data.

Essential Responsibilities:

- Data Entry/Student Records Responsibilities
 - Input and maintain Head Start/Early Head Start child/family information into ChildPlus
 - Check source data to verify completeness and accuracy.
 - Fulfill all record requests
 - Maintain accurate paper files of children enrolled in the current program year
 - Enter health information into ChildPlus
 - Enter monthly attendance into ChildPlus for all children enrolled
 - Set up all newly enrolled children in TS Gold and ChildPlus
 - Work with component directors to satisfy reporting requirements for outside sources such as ODE
 - Transfer student records to Umatilla
 - Organize and shred dead files, including the room they are stored in.
- ChildPlus Support Responsibilities
 - Ensure database is set up for the program year
 - Train staff to enter information into ChildPlus accurately
 - Troubleshoot issues in ChildPlus
 - Train staff in ChildPlus and system updates/changes
- Data Analysis Responsibilities
 - Compute, identify, analyze, and interpret trends or patterns in attendance, recruitment, and enrollment along with other data sets by compiling reports, charts, and/or graphs that describe and interpret findings of analyses.
 - Identify negative trends and errors in multiple systems to ensure information is accurate and processes run more efficiently
 - Participate in the publication of data or information.
 - Organize paperwork, such as survey forms or reports, for distribution or analysis.
- ERSEA Responsibilities
 - Coordinate summer enrollments
 - Complete ERSEA and attendance month-end
 - Assist in monitoring the waitlists and ensure accuracy of recruitments, point system, etc.
- Assist Receptionist as needed

General Staff Responsibilities:

Employees of UMCHS aspire to the following:

- *A commitment to the agency's mission, vision, and values;*
 - *A commitment to equipping children and all who care for them for lifelong success*
 - *A commitment to excellence in everything we do;*
 - *A commitment to positive performance and a welcoming culture;*
 - *A commitment to outcomes, measured results and quality improvement;*
 - *A commitment to innovation and to what is possible.*
- Program Participation and Team Member
 - Be present at work in order to provide consistency of services
 - Arrive to work on time; punctually attend and actively participate in all required activities, meetings, and trainings.
 - Be a respectful, cooperative, and reliable team member and participant in program activities.
 - Project a professional work image, both in dress and manner.
 - Demonstrate familiarity with employment policies, performance standards, work plan and commitment to mission and values in the performance of daily duties.
 - Standards of Conduct
 - Perform all work in compliance with UMCHS Standards of Conduct.
 - Improve self-skills and education
 - Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy
 - And or any other duties deemed necessary by your supervisor

Education Requirements:

- High school diploma or equivalent

Experience and Skills Requirements:

- Two years of data entry, word processing or related computer experience
- Strong knowledge of Microsoft Office and ease in adaptation to new technology
- Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy
- Adept at queries, report writing and presenting findings
- Ability and desire to understand complicated software applications and their possibilities\limitations
- Must be flexible, well-organized, and able to manage different projects concurrently and often under pressure; able to set priorities and manage time effectively

Physical Requirements:

The physical demands and work environment described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is required to:

- Sit for long periods of time with daily use of computer screen;
- 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.;
- Occasional filing is required. This would require the ability to lift files, open filing cabinets and bending as necessary;
- Occasionally required to stand, walk and reach with hands and arms;
- Occasionally lift and/or move up to 10 pounds

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Work Environment/Conditions:

Work is normally performed in a typical interior/office work environment.
Job tasks are performed in close physical proximity to other people

Safety:

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

Agency-Wide Requirements:

- Current enrollment in the Child Care Division's Central Background Registry
- Current physical examination, drug screen, and TB screen documentation prior to hire
- 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. A DMV Record check will be conducted prior to hire.
- Desire to work with low-income children and their families
- Communicate effectively with staff, families, children, and the public using the telephone and in face-to-face, one-to-one, and in group settings
- Fluent in English both verbally and written

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