

Highland Rim Economic Corporation

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| Title: Data Entry Clerk | Reports to: Operations Manager |
| Status: Non-Exempt | Department: Head Start |
| Skill Level: 8 | Pay Grade: 803 |
| Location of Work: Head Start Central Office, Houston County | |

Description:

The Data Entry Clerk is responsible for ensuring the provision of high quality comprehensive early childhood services by effectively adhering to all operational Policies and Procedures for the Head Start Program to ensure compliance with Federal Performance Standards and written plans. The Data Entry Clerk will maintain Head Start program files in accordance with established policies and procedures ensuring the confidentiality of protected information.

Responsibilities:

- Adheres to all agency operational Policies and Procedures and written plans in accordance with Federal Performance Standards and state and local guidelines
- Respects and maintains confidentiality and privacy of all records and information of staff, children, and families
- Reports suspected child abuse or neglect as required by law in accordance with agency policy and procedures and state guidelines
- **Responsible for assisting the agency in achieving the Non-Federal Share In-Kind match, as required by the Office of Head Start**
- Inputs data into the ChildPlus software program
- Runs reports to verify accuracy of data entry
- Prepares monthly Policy Council packets
- **Ensures Policy Council Packet is delivered to the Policy Council and Board of Directors and approved minutes sent to the classrooms**
- Receives and assists individuals attending functions at the Head Start Facility and/or inquiring about various programs and services provided by the organization
- Answers the phone lines, takes messages and/or refers the individual to the appropriate party for assistance
- Participates in staff meetings and training activities related to the job as needed and/or required
- Provides data assistance onsite that 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
- Maintains required forms, files and related documents in an organized and accessible manner
- Assists with New Staff Orientation
- Assists with the new hire application process
- Effectively prioritize job assignments and meet all established deadlines and reporting requirements
- Consistently deal with detailed and complex information in a thorough and accurate manner. Communicate in a professional and courteous manner at all times

Highland Rim Economic Corporation

- Capacity and empathy to work with a diverse population, low-income families and children including those with disabilities
- Ensures workspace is kept clean and organized
- *Performs other duties as assigned to meet the needs of the organization*

Qualifications/ Requirements:

- High School Diploma or GED
- 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 pre-employment/random drug screenings
- Prefer bilingual (English/Spanish)

Knowledge or Skills:

- Strong organization, 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
- Excellent compute, verbal and written skills
- Proficient in Microsoft office applications
- Proficient in database management
- Ability and demeanor to interface and network with staff or professional and civic organizations
- Excellent organization and multi-tasking skills
- Good interpersonal skills and the ability to work as a team member
- Adheres to professional ethics and standards

Physical Requirements:

This position requires incumbent to walk, sit, and 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 (50) fifty pounds. Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. Travel up to 25%.

The required physical demands described above are not all inclusive in describing the demands 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.

Highland Rim Economic Corporation

This job description is not intended to be all-inclusive; employees may perform other related duties as negotiated to meet the need of the organizations.

Signature: _____ **Date:** _____