



Community Action Committee of Pike County

Early Childhood Clerk

Position Overview: Early Childhood Programs Division of Community Action Committee of Pike County. The Early Childhood Clerk shall provide clerical assistance to the Early Childhood Program.

Qualifications:

- One (1) year documented clerical experience or training with High School diploma or equivalent.
- Alphabetical filing assessment.

Preference:

- Preference given for one (1) year experience working with low income families.
- Preference given for one (1) year experience working with Early Childhood Program.

Requirements:

- Complete all ODJFS/ODE licensing requirements for staff files as documented on prescribed forms including: physical exam and/or T-8(V) exam; updated immunizations; three references; a signed Statement of Non-Conviction form; permission to obtain a copy of a BCI and FBI background check; 15 hours related training per year; and Communicable Disease, CPR, First Aid, and Child Abuse Prevention Training.
- Valid Ohio Driver's License, reliable transportation, and up-to-date proof of insurance.
- Be insurable under the agency's insurance policy.
- Responsible for reading and adhering to all agency policies and procedures, Ohio Department of Job and Family Services Licensing Rules and/or Ohio Department of Education Licensing Rules for Preschool Children and Head Start Performance Standards.
- Ability to lift 40 pounds, stoop and bend to speak with children at their level, patient and caring.
- Must possess audio and visual skills to care for young children.
- Knowledgeable of Community Action Programs and local community resources.

Deadline: Until Filled

Please complete our application and mail with resume and cover letter to 941 Market Street, Box 799, Piketon, Ohio 45661. Applications are available at www.pikecac.org and at our office in Piketon.

The Community Action Committee of Pike County creates opportunities for individuals and families to reach their highest level of independence and self-sufficiency.

The Community Action Committee of Pike County is an Equal Opportunity Employer/Equal Provider of Services.

Job Title:	Early Childhood Clerk	Department:	Early Childhood
Job Level:	5	Hours:	40 Hours Weekly
Supervisor:	Enrollment Coordinator	FLSA:	Non-Exempt

Human Resources Director's Signature: _____ Date: _____

Employee Signature: _____ Date: _____

Employee Printed Name: _____

August 2018

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- Valid Ohio Driver's License, reliable transportation, and up-to-date proof of insurance.
- Be insurable under the agency's insurance policy.
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Essential Job Functions:

- Greet clients in a courteous and professional manner and provide appropriate information as needed.
- Answer the telephone in a courteous and professional manner and take messages when necessary.
- Assist Enrollment Coordinator with clerical duties and data entry.
- Assist Enrollment Coordinator with Child Plus data entry.
- Assist Enrollment Coordinator with Education Management Information System (EMIS) and Enterprise Application System (EAS) reports.
- Assist Enrollment Coordinator with Program Information Report (PIR) tracking.
- Assist in completing file audits on enrollment files.
- Assist with processing enrollment applications using Policy Council approved plans and criteria and maintain documentation on enrollment related contacts (and follow-ups) and waiting lists for all Early Childhood Programs. Keep Enrollment Coordinator up to date on status.
- Assist with intake/enrollment for all Early Childhood programs.
- Assist Enrollment Clerk with tracking and preparing all self-pay childcare bills for staff collections.
- Assist Enrollment Clerk with completing childcare billing to submit to Pike County Department of Job and Family Services.
- Assist Enrollment Clerk in communicating with the Pike County Department of Job and Family Services regarding the status of eligibility determination for the Child Care program.

- Assist Enrollment Clerk with submitting copies of all billing information to the CAC Fiscal Department.
- Assist Enrollment Clerk with completing monthly USDA reports for reimbursement of child meals.
- Set up children's files for Enrollment Coordinator.
- Make home visits for recruitment and enrollment as deemed necessary by Supervisor.

Child Development/Health/Disabilities

- Make referrals and give information for parent application for Medicaid program during enrollment if children are eligible and underinsured.
- Assist with scheduling health related appointments for children.
- Assist with tracking children's health information.
- Inventory the first aid supplies and kits periodically and keep kits stocked with needed supplies.
- Assist with data entry for growth charts.
- Assist with set up of all child health files for Health Coordinator.
- Assist with vision and hearing screenings.
- Assist with scheduling mass dental screenings and transporting children to dental site.
- Complete and/or oversee the transition of children's end-of-year files.
- Collect and copy all pertinent child information for local school district's kindergarten registration and transitioning processes.
- Assist in completing chart audits on children's health files.

Family and Community Partnerships

- Document all relevant contacts with parents on case notes.
- File family service case notes upon request of Family Services Coordinator.
- Encourage volunteerism and attendance to all parent involvement activities and help foster an atmosphere that promotes and reinforces parental involvement with children.

Program Design and Management

- Ensure general maintenance and security of facility and assist in inventory of equipment and supplies. Shall request supplies as needed to ensure provision of services.
- Participate in program planning and on-going monitoring including the Program Self-Assessment, Program Plans, Strategic Plan, etc.

Transportation

- Drive safely at all times and follow all Ohio Laws, Regulations, and CAC Agency Policies.
- Obtain Van Certification within six (6) months of employment.

Accountabilities:

- Accountable to the assigned supervisor for completion of assignments and to the high standards of accuracy, attention to detail, and timely completion of work.
- Expectations include: a pleasant demeanor, a positive attitude, a willing spirit and team commitment. Must behave and act in ways between and among co-workers that is conducive to team work, cooperation and an overall effort to ensure a pleasant and positive work atmosphere. Must maintain a courteous, professional demeanor with children and families and maintain a positive reflection of CAC and the Early Childhood Program.
- Must handle confidential information in accordance with agency policy.
- Adhere to all agency safety policies and procedures.
- Must immediately divulge information to supervisor if convicted of criminal offenses prohibited on the Statement of Non-Conviction form and/or traffic offenses that could affect agency insurance coverage.
- Is aware that social networking sites are banned during working time unless they are program specific.
- Must be willing to engage in professional development efforts, including occasional overnight stays, as available to the position and requested by Supervisor.

Non-Essential Job Functions:

- Committee assignments.
- Responsible, along with other staff, for keeping center, office, kitchen and supply areas clean and orderly.

- Assist with other duties as defined by assigned supervisor when other work is necessary to fulfill the obligations of the Early Childhood Program and/or CAC.

This job description is not intended to be all-inclusive. Employee may perform other related duties as required to meet the ongoing needs of the organization.

The Mission of the Early Childhood Program is to join with our community in strengthening families and improving the quality of life for children.