

UMATILLA-MORROW HEAD START, INC.

POSITION DESCRIPTION

DATA ENTRY COORDINATOR	
Supervisor: Information Systems Director	Subordinates: None
Classification: Coordinator I	Exempt Status: Non-exempt
Terms of Employment: Regular Full-Time	

Job Goal: To effectively input data on children and families into ChildPlus.

Essential Responsibilities:

1. Input Head Start/Early Head Start child/family information into ChildPlus.
 - a. Maintain children=s records on computer database.
 - b. Promptly and accurately type, formulate, reproduce, and distribute written materials, including agency documents.
2. Perform weekly backups of ChildPlus Database and download/install updates as needed
3. Prepare/Post documents and reports for Internet usage
4. Transfer student records to Umatilla
5. Assist Receptionist as needed

Qualifications:

1. High school diploma and two years of data entry, word processing or related computer experience.
2. Ability to maneuver and work within a windows environment.
3. Current physical examination and TB screen documentation upon hire
4. Adequate means of transportation
5. Ability to keep accurate records
6. Ability and desire to effectively work with low-income children and their families
7. Ability and desire to understand complicated software applications and their possibilities\limitations.

General Staff Responsibilities:

1. Participate in staff meetings, conferences, training sessions and workshops as assigned.
2. Demonstrate familiarity with employment policies, performance standards, work plan and objectives of Agency.
3. Maintain congenial and respectful relations with staff, children, families and community.
4. Keep current and accurate records.
5. Maintain confidentiality in regards to staff and family information.
6. Maintain objectives and professional standards.
7. Improve self-skills and education.
8. Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy.
9. Perform any other work-related duties as requested by your supervisor.
10. Be present at work in order to provide consistency of services.
11. Be a contributory team member in a positive/productive manner.
12. Demonstrate commitment to mission, values, and policies in the performance of daily duties.

Other Requirements:

1. Communicate effectively with staff, families, children, and the public using the phone and in face-to-face, one-to-one, and in group settings.
2. Comprehend, analyze, and make inferences and references from written material.
3. Fluent in English both verbally and written.
4. Perform physical inventory of equipment and/or supplies.
5. Make precise arm-hand positioning movements and maintain static arm-hand positions.
6. Ability to use computer and word processing software program, multi-lined telephone system, and copier.
7. Sort; alphabetize documents, records and/or files.
8. Daily use of CTR screen.
9. 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.
10. Perform detailed and repetitive work such as data entry, completion of forms, and verification of computer reports.

Umatilla-Morrow Head Start, Inc.

Is

An Equal Opportunity Employer