

SHASTA HEAD START CHILD DEVELOPMENT, INC

Enrollment Clerk

Supervisor: ERSEA Manager

Classification: Non-Exempt

Mission

Shasta Head Start, a non-profit agency, is dedicated to making a positive difference in the lives of young children, one family at a time. We provide opportunities for education, parenting support and resources to families in our communities.

Position Summary

Process enrollment applications according to the Shasta Head Start eligibility and enrollment system, policies and procedures in accordance with Federal and State of California regulations.

Essential Duties and Responsibilities

- Implement timely application processing according to enrollment procedures.
- Enter application data into Childplus data base.
- Verify applications for completeness, and follow-up with staff as needed.
- Prioritize tasks in order of deadlines, importance and program performance requirements.
- Maintain confidentiality of all program records and information.
- Maintain family files and forms insuring information is current, correct, and disseminated to all necessary staff to meet program requirements.
- Work with family services staff as needed to assist and encourage parents in gathering necessary information to complete the application process.
- Provide in person, phone, and written contact with staff for follow-up as needed.
- Document all communications and family updates as necessary.
- Perform other duties as assigned by supervisor

Maintain Professional and Ethical Standards

- Maintain confidentiality in accordance with Agency policy and legal requirements.
- Be honest, reliable and dependable.
- Respect and maintain rights and privacy of all staff, parents, and children.
- Attend mandated trainings and meetings, and seek out staff development opportunities.
- Work as a team member with all staff and maintain a positive work ethic.
- Act conscientiously in performing routine duties
- Adhere to NAEYC Code of Ethical Conduct.

Qualifications

Knowledge and Skills

- Ability to read, analyze and interpret written materials, and to communicate with families and staff as needed.
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute percentage and interpret and develop graphs.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Experience with Microsoft Office suite of products with proficiency in Microsoft Excel.
- Proficient in 10-key and data entry.
- Ability to work independently as well as a team member.
- Ability to work a flexible schedule based on the work flow variance during the program year.

Education

Minimum

High school diploma or GED.

Desired

AA Degree in general studies, business, or related field.

Training and Experience

Minimum

One year clerical experience in a position of comparable responsibility.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 20 pounds. The employee must be able to occasionally lift 20 pounds overhead and 40 pounds from waist to shoulder. The employee frequently lifts and/or moves up to 40 pounds, and occasionally lifts 50 pounds from floor to waist. The employee must be able to push/pull up to 75 pounds horizontally. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

.....

ACKNOWLEDGEMENTS:

I HAVE REVIEWED AND DISCUSSED THIS JOB DESCRIPTION WITH THE HIRING SUPERVISOR.

Employee (Print Name)

Employee Signature

Date

Supervisors Signature

Date

Supervisors Title