

COMMUNITY ACTION PARTNERSHIP FOR SOMERSET COUNTY

NAME:
JOB TITLE: Program Assistant
DEPARTMENT: Early Childhood Education

FLSA STATUS: Non-Exempt
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OVERALL PURPOSE: This position is responsible to support and assist in the implementation and promotion of a comprehensive health and nutrition program as well as assistance with other component areas as needed for Head Start, Early Head Start, and Pre-K Counts children and their families in accordance with the performance standards of the program.

ESSENTIAL FUNCTIONS:

1. Provide assistance to the health component for children in the ECED programs

PERFORMANCE MEASURES:

- Assist with inputting child information into ChildPlus and establish a child file
- Assist with monitoring of health screenings, examinations and immunizations to ensure they are up to date
- Assist with updating nurse notes after every contact
- Complete the Personal Care Routines section of ECERS
- File paperwork, enter data and run copies as needed
- Assist with sending home copies of individual child's chart and growth summaries
- Assist with maintaining up-to-date tracking sheets indicate health screenings and physical/dental examinations and immunizations
- Refer questions or concerns about child's file to the Health Manager

2. Assist the Fiscal Department with the CACFP food program reimbursements.

PERFORMANCE MEASURES:

- Work closely with the Fiscal and Health Manager to ensure reporting for reimbursements and annual applications are completed timely
- Monitor classroom attendance monthly and report to the Fiscal Department when attendance and meal counts for all classrooms are completed
- Review completed reimbursement counts per classroom prior to submission
- Assist with completing and maintaining eligibility documentation, attendance and meal census

3. Coordinate use of vehicles by management staff

PERFORMANCE MEASURES:

- Maintain and review mileage tracker sheets in cars; replace monthly
- Maintain vehicle sign in and out charts and organize employee usage.
- Coordinate routine maintenance and inspections with transportation department
- Maintain all records on ECED vehicles
- Inform fiscal on all vehicle expenses
- Maintain usage of gas cards

4. Assist with other component areas

PERFORMANCE MEASURES:

- Perform clerical duties as requested for management staff such as; uploading documents, filing, preparing packets, copying, form creation or corrections, etc.
- Provide assistance with organizing donations and inventory in sheds
- Provide assistance to management staff as needed

5. Attend required meetings and trainings.

PERFORMANCE MEASURES:

- Ensure the health component is represented at management team meetings
- Ensure health component is represented at staffings
- Pre-Service and In-Services days
- All other meetings or trainings as required

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OTHER DUTIES and REQUIREMENTS OF JOB:

1. Maintain confidentiality of program participants
2. Maintain a clean and organized work space
3. Mandated reporter of child abuse and neglect
4. Maintain a Valid Drivers License
5. Have reliable transportation
6. Must be able to lift 40 pounds.
7. Must pass initial and periodic physical exam
8. Perform other related duties as assigned

SUPERVISION RECEIVED:

Supervision is received from the Early Childhood Education Director

QUALIFICATIONS

EDUCATION

- Associates degree or college coursework – preferred
- Medical Terminology Certificate – preferred

EXPERIENCE AND/OR TRAINING

- Knowledge of medical terminology
- Knowledge of community resources
- Experience working with various income populations

LICENSES OR CERTIFICATIONS

- Current active driver's license
- Child Abuse and Criminal Clearances

KNOWLEDGE SKILLS AND ABILITIES

- Basic understanding of medical terminology, anatomy and physiology
- Computer literacy and basic software applications; Microsoft, Email, Power Point, Internet
- Office procedures and ethical standards
- Organizational skills
- Interpersonal skills – work closely with others
- Close attention to details
- Manage multiple tasks
- Maintain empathy and be nonjudgmental

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read the above position description and fully understand the requirements set forth therein. I can perform the essential functions of the position with or without accommodation. I will perform all duties and responsibilities to the best of my ability.

Signature of Employee

Date

Signature of Supervisor/HR Representative

Date