

SHASTA HEAD START CHILD DEVELOPMENT, INC

Family Child Care (FCC) Clerk

Supervisor: FCC Specialist

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

Family Child Care (FCC) Clerk assists the FCC Specialist with tasks associated with the FCC program.

Essential Duties and Responsibilities

- Provide clerical support, data entry, and tracking of program requirements.
- Enroll and obtain appropriate records of children and families in the FCC program in coordination with FCC Specialist and SHS eligibility department.
- Ensure regular communication with families regarding program requirements as directed by FCC Specialist
- Assist with ordering and distributing of supplies.
- Perform recordkeeping, family file maintenance, and run reports in a timely, accurate, and confidential manner in collaboration with FCC Specialist
- Assist in maintaining and updating FCC website in collaboration with FCC Specialist and SHS technology department
- Create provider invoices for payment based on county reimbursement rates, daily attendance, and individual provider contracts
- Support FCC Specialist, as needed, with parent meetings, provider trainings, and recruitment activities
- Communicate effectively with FCC providers and families
- Perform additional clerical duties as directed

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

- Ability to input a high volume of data entry with speed and accuracy
- Knowledge of various software programs such as MS Word, Excel, PowerPoint, and Publisher
- Ability to write using correct grammar, spelling, and punctuation; and to organize documents accurately
- Ability to operate general office equipment
- Ability to use basic math skills; to compute rate, ratio, and percent; and to draw and interpret bar graphs
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists

Education

Minimum

High School Diploma (or GED)

03/29/2018

Training and Experience

Minimum

Six months related experience

Desired

Two years related experience

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.

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ACKNOWLEDGEMENTS:

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

Employee Name (Print)

Employee Signature

Date

Supervisor's Signature

Date

Supervisor's Title