

OPPORTUNITIES, INC. JOB DESCRIPTION

Job Title: EARLY HEAD START (EHS) OFFICE MANAGER

General Description of Duties:

Responsible for performing a variety of tasks related to secretarial and reception duties. Non-exempt position.

Qualifications Preferred:

Knowledge, Skills, Abilities: Communication; Computer (including various software applications such as Excel, Publisher and Word); Correspondence; Office practices; Organizational; Multi-line IP Phone system; Typing (50 words per minute); Work with limited supervision, Bilingual (Spanish).

Certification/License: Pre-employment/annual health examination; Annual TB Skin Test, CPR/First Aid training;

Education: High school graduate or equivalent.

Experience: Two years in general office work.

Benefits: See Personnel Policy 301

Salary/Pay Scale: See Personnel Policy 212

Major Responsibilities and Duties:

Be knowledgeable of service delivery and operations.

Demonstrate competency, good judgment and self-control in the presence of children and when performing assigned responsibilities.

Relate to children with courtesy, respect, acceptance and patience.

Recognize and respect the uniqueness and potential of all children, their families and their cultures.

Ensure that no child is abused, neglected or exploited while in care.

Report suspected abuse, neglect or exploitation to DFPS as specified in the Texas Family Code.

Function as receptionist.

Perform office duties (including mail, phones, scheduling appointments, copying, etc.) as assigned.

Maintain EHS general files, capital equipment file, and depreciation schedule as required.

Prepare correspondence as related to EHS.

Prepare purchase orders.

Develop and maintain automated individual EHS client records/files.

Assist with activities and projects related to public awareness and Child Find and keep documentation of all activities.

Maintain EHS mailing list.

Maintain documentation of all USDA billing for the EHS program.

Maintain petty cash.

Document minutes of monthly Policy Council meetings.

Prepare statistical reports, correspondence, forms, and other data as required.

Perform typing, filing, and data entry as needed.

Participate in training, in-services, conferences, and seminars as requested.

Follow directions of supervisor, performing other duties as assigned.

Physical Requirements:

Communication - English speaking

Driving vehicles

Hearing for conversation

Lifting up to 50 lbs.

Pushing/pulling up to 50 lbs.

Reaching overhead and in front of body

Sitting for 1-2 hours consecutively

Standing 3-4 hours consecutively

Stooping, kneeling, bending, twisting, crouching

Use of hand, wrist, fingers

Vision for driving and reading

Walking for short distances

Responsible to: EHS Program Manager

Supervision of: N/A

Performance evaluations are conducted annually. The employee and supervisor use this job description to help evaluate employee performance. At the time of evaluation, the job description is modified if employee job tasks have changed. I have read and discussed this job description with my supervisor and have been given opportunity to ask questions concerning it.

Staff Signature

Supervisor Signature

Date

Date