

**Albina Head Start
Job Description**

Non-Exempt
Part Time

EHS Data Entry

Essential Functions(s): Ensure accurate, complete, efficient input and maintenance of Child Plus software system. Ability to articulate verbally and in writing.

Responsibilities: Manage Service Point software system.

Reports To: Social Service Coordinator

Supervises: Does not supervise others.

Salary Range: \$19,460.00 - \$31,000.00

Physical and Mental Requirements: Excellent organizational skills detail and multitask capabilities. Must work well under stress. Must have a strong desire to succeed. Must be patient, creative, resourceful, and able to resolve conflicts. Must be able to provide Child Plus technical support to Data Entry Operator(s). Up to 8 hours per month spent in strenuous physical activity, lifting up to 50#.

Experience Requirements: 3-5 years data entry experience using a database software system. 5 years experience using the Service Point software system or the equivalent. Previous experience with supervising others.

Educational Requirements: High School Diploma or GED; college-level courses; Child plus Advanced User Training.

Licensing/Certification Requirements: Negative tuberculosis screen, must pass criminal background check.

Ability to Operate Equipment/Tools: Computer literate; must be proficient using the Child Plus software system or equivalent.

Environmental Factors/Working Conditions: Enclosed facility, office and classroom environment. Some floors are tile, some are carpeted. Heated. Mayor may not have air conditioning. May come into contact with childhood diseases and/or blood.

Job Duties:

1. Manage Service Point software database.
2. Monitor and maintain Child Plus data entry via reports and dynamic monitoring to ensure integrity and accuracy of database input.
3. Troubleshoot and repair all software/hardware problems with Service Point.
4. Consult with the Multnomah County staff and Albina Head Start/Albina Early Head Start management team to insure AHS/AEHS has proper software and hardware to effectively use the Service Point system.
5. Assist Social Service Coordinator in developing training plans for all staff who use Service Point and/or who need to utilize Service Point report information.

Create/Run reports from Service Point as requested by EHS Director/Social Service Coordinator and all Component Experts.

7. Create and maintain Service Point users manual.
8. Direct staff regarding use of Service Point computer program. Train staff on Service Point changes/upgrades when applicable.
9. Ensure all information required is maintained in a manner that will allow compilation of data by the end of the program year.
10. Request child/family/staff information as needed from appropriate Component Experts for entry into the Service Point system to ensure quality maintenance.
11. Enter and/or verify data as needed with emphasis on speed and accuracy.

I have read and understand the job description listed above. My questions have been answered. I am fully qualified for this position and can perform the duties as described. I understand that this is not an exhaustive list of all my duties and responsibilities. I understand that Management (and no other) reserves the right to revise this job description as deemed necessary.

Date: _____

Signature: _____