

Albina Head Start
Job Description
Non-Exempt

EHS INFORMATION SUPPORT SPECIALIST

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

Responsibilities: Manage Child Plus software system.

Reports To: Social Service Coordinator

Supervises: Does not supervise others.

Salary Range: \$23,500.00 - \$34,000.00

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: 7 years data entry experience using a database software system. 5 years experience using the Child Plus 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 Child Plus 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 Child Plus.
4. Consult with the Child Plus organization and Albina Head Start/Albina Early Head Start management team to insure AHS/AEHS has proper software and hardware to effectively

use the Child Plus system.

5. Assist Social Service Coordinator in developing training plans for all staff who use Child Plus and/or who need to utilize Child Plus report information.
6. Create/Run reports from Child Plus as requested by EHS Director/Social Service Coordinator and all Component Experts.
7. Create and maintain Child Plus users manual.
8. Perform regular Child Plus backups.
9. Direct staff regarding use of Child Plus computer program. Train staff on Child Plus changes/upgrades when applicable.
10. Ensure all information required for the federal Program Information Report (PIR) is maintained in a manner that will allow compilation of data by the end of the program year.
11. Compile and submit the PIR annually by the federal government's deadline.
12. Develop information systems to assess program progression in meeting federal performance standards and objectives (via Child Plus data reports).
13. Request child/family/staff information as needed from appropriate Component Experts for entry into the Child Plus system to ensure quality maintenance.
14. 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: _____