



## Job Description

**Job Title:** Administrative Assistant  
**Department:** Head Start/Early Head Start  
**Reports To:** Program Director  
**FLSA Status:** Non-Exempt  
**OSHA Category:** Category 3

**Summary:** Performs specialized administrative and/or secretarial support for Head Start and Early Head Start; and performs related duties as assigned.

### Essential Duties and Responsibilities:

- Manual and electronic data entry.
- Maintain, update, and audit children's and families' files.
- Enter information such as services received, health reports, social service referrals, screenings among other information needed in each family and child record.
- Maintain program files for both Head Start and Early Head Start.
- Assist with the composition of correspondence.
- Assist service area providers with tracking and record keeping.
- General office duties such as pick-up/drop/off and distributing agency mail, copying, filing, faxing, answer telephone, among other clerical duties.
- Assist Service Area Specialists in actively recruiting children and families and completing enrollment information for families.
- Assist with maintaining the required 85% Average Daily Attendance.
- Assist in home visits to complete enrollment paperwork.
- Performs substitute duties as needed.
- Provide transportation to children and families as needed.
- Record and prepare minutes for monthly Policy Council meetings.
- Prepare requisitions and provide proper paperwork to the fiscal office for Head Start and Early Head Start programs.
- Assist all Specialists and Fiscal Office with purchasing supplies and inventory tracking for Head Start, Early Head Start, and PREP programs.
- Assist and prepare taxes (VITA).
- Provide back-up program on-boarding with new employees.
- Assist and track employee trainings.
- Performs quarterly drug/alcohol screenings on CDL holders.

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- Attend trainings as required.
- Track and input all employee training information in ChildPlus and LITT programs.
- Performs drug/alcohol screenings on agency employees.
- Ability to communicate effectively with staff, parents, and professionals.
- Maintain confidentiality at all times.
- Other duties as assigned.
- Perform other duties as assigned to enhance, improve, and accomplish the agency's mission and strategic goals.
- Maintain confidentiality.
- Collaborate with agency colleagues to reach agency goals and objectives.
- Participate in agency committees as needed.

**Supervisory Responsibilities:**

This position does not have supervisory responsibilities.

**Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

- Quantity - Completes work in a timely manner; works quickly.
- Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.
- Attendance/Punctuality - Is consistently at work when scheduled and on time.
- Dependability - Follows instructions, responds to management direction.
- Empathy – Values the feelings of others to ensure pleasant workplace relationships and customer satisfaction.
- Teamwork – Go above and beyond your essential task and collaborate with colleagues to achieve agency goals and results.

**Core Values**

To perform this job successfully, you must adhere to the agencies core values:

- |                      |                 |
|----------------------|-----------------|
| • Empathy/Compassion | • Inclusiveness |
| • Teamwork           | • Considerate   |
| • Equality           | • Innovation    |
| • Respect            | • Ethics        |

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements described are representative of the knowledge, skill, and/or ability required. Some computer skills including knowledge of Microsoft Word, and Excel, excellent communication skills, and familiar with office equipment. Must have good recall memory, organizational and listening skills.

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**Education and/or Experience:**

High school diploma or equivalent with 2 years working experience.

Must have valid driver’s license dependable transportation with minimum automobile insurance, clear criminal background and maltreatment APS/CPS check and physical exam every two years with an initial tine test. Among applicable state and federal regulations. Food Handlers Card, CPR Certification, and CDL.

Must have valid West Virginia driver’s license; clear criminal background and APS/CPS check must be bondable.

**Language Skills:**

Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from, clients, customers, and the public.

**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.

- Prolonged periods standing and walking throughout the classroom.
- Must be able to lift 45 pounds at a time.
- Must be able to sit and stand on the floor throughout the day, and bend, kneel, or squat to be at eye level with children.

**Work Environment:**

The noise level in the work environment is usually quiet with the inside temperature in offices kept at a comfortable level of 70 degrees.

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Employee Signature

Date

Approved by Policy Council: July 29<sup>th</sup>, 2024

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