

PRIVATE INDUSTRY COUNCIL OF WESTMORELAND/FAYETTE, INC.
JOB DESCRIPTION

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POSITION: **FAMILY, COMMUNITY AND ENGAGEMENT [FCE] SUPPORT AIDE**

DIVISION: Early Childhood Development

PURPOSE: To assist in the Parent, Family and Community Engagement Service Area functions of the Head Start program including recruitment, enrollment, attendance, transportation, social services and parent engagement.

QUALIFICATIONS:

Education: High School Diploma or Equivalent and minimum of a certificate/diploma or Associate Degree from a Data Processing/Computer Software program or other related field.

Experience: Minimum of 1 year experience working with computers preferred

Skills, Abilities and Knowledge:

- a. Ability to maintain confidentiality and handle confidential records with discretion
- b. Effective and efficient use of multi-line telephone
- c. Excellent interpersonal skills
- d. Excellent accuracy and organizational skills
- e. Effective oral and written communication skills
- f. Ability to communicate and work with the public and other internal staff
- g. Computer data entry and word processing ability (Microsoft Word, Excel & Access)
- h. Additional machine operation could include calculator, telephone, and photocopier

REPORTS TO: Parent, Family and Community Engagement Manager

SUPERVISES: None

JOB REQUIREMENTS and ESSENTIAL JOB DUTIES to be performed with or with reasonable accommodations:

Mental Concentration: Moderate Concentration; attention to detail

Interruptions: Occur constantly

Physical Effort: Medium physical effort (up to 30 pounds) in a predominantly sitting and walking position.
Occasional to frequent lifting required

Special Demands: Potential Eye Strain and moderate travel

Special Requirements: Current Act 33, Act 34 and FBI/DPW fingerprint clearance documentation at hire.
Valid driver's license, verification of car insurance coverage, as well as reliable transportation (validated yearly minimum).

Duties may include any or all of the following. This list is intended to be representative.

01. Assist with recruitment:
 - Of children for enrollment
 - Of parent and community volunteers
02. Contact families via phone/home visits/email to communicate program information.
03. Assist with calculating average daily attendance as well as assist with follow-up of inconsistent attendance.
04. Maintain program files and records in ChildPlus.
05. Assist with the enrollment process regarding the Enrollment Application verification and screening.
06. Assist in the compilation of program statistical information.
07. Assist with the distribution of program flyers, brochures, and pamphlets.
08. Maintain confidential records.
09. Inputs/retrieves data utilizing computer network system or other software (i.e. word/excel/access)
10. Attend scheduled parent and policy council meetings when necessary.

11. Provide babysitting for parents attending program meetings/functions on site.
12. Assist in planning and coordinating parent training activities.
13. Attend in-service training and all required program meetings.
14. Perform other work as requested or required.

CORPORATE EXPECTATIONS:

Every employee of the Private Industry Council of Westmoreland/Fayette, Inc. is an ambassador that influences the public's impression of our organization. As such, every employee is expected to demonstrate the following attributes: Commitment, Enthusiasm, Flexibility, Positive Attitude, Proactive Approach, and Teamwork. These qualities are important to both individual and corporate success.

PAY GRADE: C

HOURLY WAGE: \$9.93

HOURS PER WEEK: 40
(Non-traditional hours)