



Northcoast Children's Services

P.O. Box 1165, Arcata, CA 95518 ~ Phone: (707) 822-7206 ~ (800) 808-7206
Web site: www.ncsheadstart.org ~ FAX: (707) 822-7962

JOB DESCRIPTION

Northcoast Children's Services Head Start/Early Head Start **PROGRAM ASSISTANT III**

Under the supervision of the designated NCS Management Staff or other designee, the Program Assistant III is a member of a Staff Team and is responsible for assisting and supporting Head Start/Early Head Start staff in the duties listed below. This is a non-exempt position.

DUTIES/RESPONSIBILITIES:

General Office

1. Perform general clerical duties such as filing, word processing, copying, assembling and disseminating materials.
2. Provide back up for the front desk/receptionist.
3. Perform other related duties as assigned.

Special Projects

Provide advanced clerical and project support to assigned component(s) coordinators and/or team leaders in, but not limited to, the following areas:

1. Assist in maintaining component systems/projects as assigned.
2. Assist program directors, coordinators, specialists, managers, and supervisors in developing new systems as needed.
3. Compile, enter and maintain data, and generate reports for projects and component tracking purposes.
4. Provide agendas and take minutes for primary team meetings as assigned.
5. Prepare, assemble and distribute materials for trainings and special projects.
6. Be responsible for purchasing items for trainings, meetings and/or other special projects as needed.
7. Provide a positive communication link between Head Start/Early Head Start, parents and community.
8. Assist in maintaining/updating family files and family file system.
9. Attend trainings and meetings as required and assist in providing back-up food service and set-up/clean-up as needed.
10. Assist in supporting all components to meet program needs as assigned.

QUALIFICATIONS:

1. High school graduation or equivalent and three years office/clerical experience with increasing responsibility.
2. Two years experience and demonstrated competency in computer office component software, such as MS Word, MS Excel or similar applications required, with database and/or graphics/page layout and design experience desired.
3. Ability to accept, reflect and act upon feedback.
4. Must facilitate and model respectful, professional communication and teamwork, demonstrating a positive attitude.
5. Ability to relate to diverse groups of people including low-income families.
6. Ability to develop warm, open relationship with children, parents and staff.
7. Promote Head Start and Early Head Start to children, families, co-workers and community.
8. Ability to work as a team member with other staff and parents.
9. Ability to coordinate projects, work independently and follow through with project completion.
10. Be in possession of:
 - valid driver's license
 - current automobile liability insurance
 - good driving record.

Physical Requirements

1. Must successfully complete a health screening and provide proof of the absence of TB no later than 7 days following the date of hire.
2. Physical ability to lift and carry objects up to 25 pounds.
3. Physical agility to bend, stoop, walk, reach overhead, push/pull, squat, twist and turn.

Health and Safety Training Requirements

1. Must have a current Criminal Record Clearance with current Child Abuse Index Check on file with Community Care Licensing, or provide fingerprints and a Child Abuse Index Check prior to the first day of work in order to obtain a Criminal Record Clearance from the Department of Justice.