

## **OPPORTUNITIES, INC. JOB DESCRIPTION**

**Job Title: EARLY HEAD START OFFICE MANAGER BILINGUAL**

### **General Description of Duties:**

Responsible for performing a variety of tasks related to secretarial and reception duties; communicate in both English and Spanish.  
Non-exempt position.

### **Required Qualifications:**

**Knowledge, Skills, Abilities:** Communication and interpersonal skills, read and write legibly in both English and Spanish, office practices including computer skills (including various software applications such as Excel, Publisher, and Word), data collection, analysis, and entry, correspondence, organizational, multi-line IP phone system, record minutes from meetings, work with limited supervision, bilingual (Spanish)

**Certification/License:** Pre-employment/annual health examination, annual TB Skin Test, CPR/First Aid

**Education:** High school graduate or equivalent

**Experience:** Some experience in general office work

### **Preferred Qualifications:**

**Knowledge, Skills, Abilities:** Typing (50 words per minute)

**Education:** Current Child Development Associate (CDA) credential or comparable credential, and have been trained or have equivalent coursework in early childhood development with a focus on infant and toddler development

**Benefits:** See Personnel Policy 301

**Salary/Pay Scale:** See Personnel Policy 212

### **Major Responsibilities and Duties:**

Be knowledgeable and comply with Early Head Start Program Performance Standards, Head Start Early Learning Outcomes Framework, Texas Minimum Standards for Child-Care Centers

Be knowledgeable of service delivery and operations

Maintain a positive demeanor, demonstrate competency, good judgment, and self-control in the presence of children, families, staff, and when performing assigned responsibilities

Recognize, respect, and relate to the uniqueness and potential of all children, families, and staff; treat their cultures and beliefs with courtesy, respect, acceptance, patience, and empathy

Function as receptionist, performing office duties (including mail, phones, scheduling appointments, copying, filing, ordering supplies, etc.)

Maintain EHS general files, capital equipment file, and depreciation schedule as required

Prepare client files, perform monthly file check reviews, ensuring all documents are in file and correct

Prepare newsletters and correspondence as related to EHS (maintain correspondence folder)

Develop and maintain electronic individual EHS client records/files in assigned database system

Data collection, analyses, and entry

Assist with activities and projects related to public awareness and keep documentation of all activities

Maintain EHS mailing list

Document and maintain in-kind forms

Maintain documentation of all USDA billing, lunch count, and infant menus for the EHS program

Maintain folder, record minutes, and ensure all required documentation of Policy Council meetings are up-to-date and filed

Prepare statistical reports, correspondence, forms, and other data as required

Maintain sign in/out sheets and report pod count to ARC

Ensure phone calls are made in regards to child pick up, drop off, incidents, etc.

Ensure emails are sent to staff and document required information in regards to child pick up, drop off, incidents, etc.

Perform housekeeping duties as appropriate

Maintain confidential records, following HIPAA and confidentiality policies

Submit all written reports, forms, and procedures to the EHS Program Manager in an organized, legible and timely manner

Translate written and verbal communication and documents with staff, children, families, and community members

Assist by translating in parent activities, policy council meetings, parent meetings, socializations, home visits, parent teacher conferences, and meetings with other staff as needed

Participate in training, in-services, conferences, seminars, and family activities as requested

Safeguard children from abuse, neglect, or exploitation while in the care of the Center

Identify, prevent and report suspected abuse, neglect, and exploitation to DFPS as specified in the Texas Family Code, §261.101

Foster a cooperative rather than a competitive atmosphere, being open-minded with changes and differences

Be open to ask for and initiate assistance and follow directions of supervisor

Perform other duties as assigned

### **Physical Requirements:**

Communication - English and Spanish  
Driving vehicles  
Hearing for conversation  
Lifting up to 50 lbs.  
Pushing/pulling up to 50 lbs.  
Reaching overhead and in front of body

Sitting for 1-2 hours continuously  
Standing 3-4 hours continuously  
Stooping, kneeling, bending, twisting, crouching, crawling  
Use of hands, wrists, and fingers  
Vision for supervision, driving, and reading  
Walking for short distances

**Responsible to:** EHS Program Manager

**Supervision of:** N/A

*Performance evaluations are conducted annually. The employee and supervisor use this job description to help evaluate employee's performance. At the time of evaluation, the job description is modified if employee job tasks have changed. I have read and discussed this job description with my supervisor and have been given an opportunity to ask questions concerning it.*

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*Staff Signature*

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*Staff Printed Name*

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*Supervisor Signature*

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*Supervisor Printed Name*

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*Date*