



19. Manages assigned duties with high quality service and confidentiality for the Early Head Start and Early Head Start children and families.
20. Maintains a level of good attendance.

This list of job functions contains the essential functions of the job only.  
Other duties may be assigned as necessary.

**QUALIFICATIONS AND REQUIREMENTS:**

The incumbent must have:

1. A Bachelors degree in Computer Technology, Education, Early Childhood Education, Public Administration, Social Work, Psychology, or related field, from an accredited college or university, along with training and facilitation experience in same.
2. Requires knowledge and experience in Head Start data collection and information processes and systems along with general knowledge of Head Start performance standards, philosophy, and mission typically gained by employment in a Head Start Environment with three (3) years data technology or electronic record keeping experience.
3. Broad based knowledge and experience in computer applications and systems. For example; database, spread sheet, word processing, power-point, internet etc.
4. Demonstrated training skills, ability to provide presentations to small and large groups.
5. Excellent verbal and written communication skills.
6. Proficient computer experience in Microsoft Office applications.
7. Experience working with diverse populations, including low to moderate-income families.
8. Ability to multi-task and prioritize duties required.
9. Flexibility to accommodate both planned and unplanned travel, to and from C-HCCAA or meeting/conference locations, including overnight and/or out of town travel.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job with or without reasonable accommodations.

**Work environment:**

Includes both a typical office environment, with minimal exposure to excessive noise or adverse environmental issues, and exposure to heat, cold, inclement weather conditions, and occasional environmental hazards.

**Physical demands:**

Ability to meet the following physical requirements with or without reasonable accommodation:

- a. Use hands to manipulate, handle, feel, and control items or equipment;
- b. Talk and hear;
- c. See and be able to read, write, and interpret written documents;
- d. Effectively communicate with the public;
- e. Lift and move objects weighing up to 15 pounds.

**ORGANIZATIONAL STRUCTURE:**

Reports to: Admissions Manager

Manages: None

*Cincinnati-Hamilton County Community Action Agency is an Equal Opportunity Employer. The Functions, Qualifications, Requirements and Physical Demands listed in this job description represent the essential functions of the job, which the incumbent must be able to perform either with or without reasonable accommodation. The listed Job Functions do not necessarily include all activities that the incumbent may perform.*