



PROGRAM ASSISTANT

Location: Douglas County, Oregon

Salary: \$14.30 - \$21.50 Hourly

Program Assistant – DOUGLAS COUNTY, OREGON

Position Available: Part-Time 28 Hours/week, Non-Exempt

Department: Head Start/Early Head Start

ESSENTIAL JOB DUTIES

Under the direction of the Head Start Program Operations Manager, the Program Assistant will:

- Maintain, fill, order and restock all supplies for program operations, education and maintenance. Maintain inventory of all supplies.
 - Serve as backup to program administrative assistant by performing receptionist duties. Assist public in person and by telephone; direct calls and individuals to appropriate staff; answer questions related to program; assist parents and public in locating various materials. Answer telephone calls for attendance; screen callers and visitors and respond as appropriate; interpret to public, information requiring knowledge of program and agency policies and procedures in order to provide assistance, exchange information and problem solve. Report suspected cases of child abuse and neglect as outlined in Child Abuse Policies. Participate in any recommended training, demonstrating knowledge gained through changed practices.
 - Operate basic office equipment; copy, assemble and distribute materials. Pick up incoming and inter-office mail and distribute to staff mailboxes; prepare outgoing mail; complete bulk mailings.
 - Provide clerical support to the Program Operations Manager. Type a variety of routine material from rough draft; complete forms and form letters. Type various correspondence, graphics and reports. Perform word processing and data entry. Maintain spreadsheets. Coordinate incoming and outgoing information and paper flow. Maintain confidentiality in accordance with both HIPAA and FERPA regulations.
 - Review invoices and submit to fiscal office with appropriate request forms. Assure accuracy of items received and amounts charged, allocate to appropriate budget codes, assure appropriate and correct documentation is attached. Track queries about payables from fiscal office, vendors, and staff. Determine appropriate action if required.
- ✓ **Regular and consistent attendance is required.**

POSITION REQUIREMENTS

Minimum Qualifications:

- High school diploma or GED and two years work-related support experience OR a satisfactory equivalent combination of education, experience and training.
- Reasonable knowledge of general office practices and procedures; reasonable knowledge of systematic filing and retrieval processes or systems; reasonable knowledge of word processing; reasonable knowledge of English composition, spelling, grammar and arithmetic; basic knowledge of general recordkeeping processes.
- Communicate effectively in both oral and written forms; maintain records, reports and statistical data; prioritize workload and handle deadlines; utilize problem identification and resolution techniques; remain calm and use good judgment during confrontational or high pressure situations; make decisions independently in accordance with established policies and procedures, and use initiative and judgment in completing tasks and responsibilities; maintain confidentiality; work as part of a team; courteously meet and deal effectively with other employees, other agencies, committees and the public. Work in a safety-conscious manner at all times.

- Driver's license required- must provide court print driving record that meets the requirements of the UCAN Driver Policy as part of contingent offer of employment.
- Successful completion of background check with the Central Background Registry.
https://secure.emp.state.or.us/ccd/index.cfm?action=home&i=nrml_fwd_s7 **Submit receipt of enrollment with application.**
- This position requires a staff health appraisal.
- This position requires COVID-19 vaccination status or religious/medical exemption.
- This position requires skill in typing rapidly and accurately; use of office equipment, which includes automated equipment and other copying equipment and organizational skills. Use of Microsoft Word and Excel.
- This position requires bending, lifting, reaching, walking, carrying, manipulating, sitting, pulling, stooping, keyboarding, pushing, and standing during the work day. Position requires frequently lifting 1 pound up to 60 pounds.
- This work requires frequent mental and/or visual attention.

SUBMIT APPLICATION TO: ucan.employment@ucancap.org

UCAN Human Resources, 280 Kenneth Ford Drive, Roseburg OR 97470

Phone: 541-492-3913 FAX: 541-492-3921

UCAN is an Equal Opportunity Employer.

If you require special assistance at any point during the application or selection process and would like to request an accommodation due to a disability, please e-mail a description of your request to Human Resources: ucanhr@ucancap.org