

# Missouri Ozarks Community Action

<b>Job title</b>	<i>CENTER ASSISTANT</i>	<b>Grade</b>	<i>3</i>	<b>Class</b>	Non-Exempt
<b>Reports to</b>	<i>TEACHER DIRECTOR/SITE SUPERVISOR</i>	<b>Step</b>		<b>Unit</b>	HEAD START

## Job purpose

To assist teachers, cooks and family advocates in the operation of the center. This position is supervised by the Teacher Director/Site Supervisor.

## Duties and responsibilities

1. Participates in staff meetings, or obtain meeting information, and attend trainings, as needed.
2. Assists in answering telephones, and communicating messages received.
3. Assists in filing, making copies, or other office duties
4. Assists in preparing and serving nutritious and economical meals according to planned menu.
5. Complies with sanitation guidelines as required by the State of Missouri Health Department.
6. Keeps all work areas sanitary, clean and orderly.
7. Assists in general housekeeping of the center including but not limited to dusting, vacuuming, sweeping, and cleaning of restrooms.
8. Assists in classroom as needed to support the education staff.
9. Assists education staff in completing in-home visits.
10. Documents, records, and informs staff of observations and information they have been privy to and which might affect a child in the Head Start program.
11. Assists with child recruitment.
12. Assists with recruiting volunteers for Head Start.
13. Assists with parent, families and community in obtaining in-kind contributions for the center.
14. Uses positive reinforcement and promotes positive self-esteem, when working with children, families and staff members.
15. Perform other duties and tasks as assigned or needed.

## Integrity

1. Ensure confidentiality of customers, agency and co-workers
2. Understand and promote the goals and philosophy of Head Start.
3. Become familiar with MOCA's Personnel Policy manual and the NAEYC Code of Ethical Conduct and follow policies outlined therein.
4. Has general knowledge of, and adheres to Head Start performance standards and the agency's mission statement.
5. Adhere to MOCA policies and procedures, and Head Start policies and procedures.
6. Represent MOCA, its policies and point of view while interacting with other agencies and individuals.
7. Attend all staff meetings and required trainings.
8. Recognizes and understands the functions of Parent Committee, cooperates with committees, and Head Start Policy Council.
9. Works the number of hours designated in personnel action, reports absences to immediate supervisor at least one hour prior to scheduled shift.
10. Reports to work area ready to begin work at the assigned time.

### **Preferred Qualifications**

1. High School Diploma.
2. 1-3 months related experience, training and/or volunteer experience.
3. Knowledge of the local social service system.
4. Impeccable customer service skills.
5. Possess excellent communication skills (writing, spelling, listening, and speaking).
6. Ability to communicate and work with a variety of people from diverse backgrounds.
7. Working knowledge of Community Action and its programs.
8. Cooperate as a team member.
9. Ability to work without close supervision.
10. Utilize time management techniques.
11. Proficiency in word processing, spreadsheet, database, and presentation software.
12. Demonstrate knowledge and good judgment in matters of policy and procedure.

### **Minimum requirements**

1. High School Diploma or General Education Degree (GED).
2. Ability to communicate effectively in both written and oral form.
3. Possess basic math skills.
4. Exceptional organizational skills, and ability to meet strict deadlines with attention to detail and accuracy. To efficiently determine priorities of a complex work load.
5. Continuous and ongoing pursuit of improved education and credentials of this position.
6. Ability to compute rate, ration and percent and to draw and interpret bar graphs.
7. Obtain and/or maintain First Aid and CPR certification.
8. Demonstrate dependable transportation, current insurance, and valid driver's license.
9. A current physical examination including a TB test. (within 30 days of employment)
10. Able to travel out of area on occasion for training; trips of two to five days.

### **Direct reports**

Not applicable

### **Equal Employment Opportunity Statement**

Missouri Ozarks Community Action (MOCA) provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by local, state, or federal law.

## Employee Acknowledgement

While performing the duties of this job, the employee is regularly required to reach with hands and arms. Required to stand, walk, use hands to finger, handle or feel, climb or balance. Stoop, kneel, crouch or crawl. Must be able to regularly lift and/or move up to 50 lbs. Specific vision abilities required by this job include close, distance, color, peripheral vision, depth perception and ability to adjust focus.

Employee is frequently exposed to outside weather conditions to include extreme heat/cold, and humidity. Noise level is usually moderate. Employee may be exposed to moving mechanical parts.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Offers of employment are conditional pending criminal background check, a drug screen, and Policy Council approval.

I have received a copy of my job description, and have an understanding of the duties and responsibilities listed wherein. I agree to abide by all rules stated in the MOCA Personnel Policy Manual regarding conduct and working conditions not described in this job description.

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Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Approved by:</b>		<b>Approved by:</b>		<b>Approved by:</b>	
<b>Date approved:</b>		<b>Date approved:</b>		<b>Date approved:</b>	
<b>Reviewed:</b>		<b>Reviewed:</b>		<b>Reviewed:</b>	

*Policy Council approval:*