

## Open Position

<b>Program:</b>	<b>Rural Communities Child Care – Ukiah, CA</b>
<b>Position:</b>	<b>Program Assistant</b>
<b>Rate of Pay:</b>	<b>\$ 20.72 per hour</b> (Pay Grade for Program Assistant is \$20.72 to \$26.94 – Hiring starting at \$20.72 per hour)
<b>Hours:</b>	<b>35 hours per week, 12 months/year</b>
<b>Benefits:</b>	<p><b>401(k) Retirement Plan</b>  <b>Paid Health Leave</b>  <b>Paid Vacation and Holidays*</b>  <b>Medical, Dental, Vision and Life Insurance*</b>  <b>Employee Assistance Plan*</b></p> <p><i>401(k) Retirement Plan all NCO employees eligible to participate (after 90 days of hire) and EAP plan (after 60 days of hire)</i>  <i>*Medical, Dental, Vision, Life Insurance (within 60 days of hire) for regular status employees working 30 or more hours per week.</i>  <i>*Paid vacation and holidays for all regular status employees.</i></p>
<b>Application Closing Date:</b>	<b>Open until filled</b>
<b>To Apply:</b>	<p><b>A completed NCO Employment Application form is required to apply.</b> The application form is available at our website: <a href="https://www.ncoinc.org/join-our-team/">https://www.ncoinc.org/join-our-team/</a> or by calling 707.467.3200, or at the NCO main office, 413 N. State Street in Ukiah.</p> <p><b>Education Transcripts for positions that require ECE or CDV units must be attached with your application to be considered.</b></p>
<b>Submitting an Application:</b>	<p>By Email: <a href="mailto:HumanResources@ncoinc.org">HumanResources@ncoinc.org</a>  By FAX: 707.467.3213  By mail or hand delivery to: NCO, Inc., Attn: Human Resources  413 N. State St., Ukiah, CA 95482  <i>Applications must be received by NCO by the closing date.</i>  <i>Postmarks are not accepted.</i></p>
NCO is under no obligation to hire from this solicitation.	
North Coast Opportunities, Inc. is an Equal Opportunity Employer.	
<b>All applicants for Head Start Child Development Program positions must review the NOTICE on page 6 of the NCO Employment Application that includes the background screening and health screening requirements</b>	

*See our Website for full job description details & to print application*

[HTTPS://WWW.NCOINC.ORG/JOIN-OUR-TEAM/](https://www.ncoinc.org/join-our-team/)

*Equal Opportunity Employer*

*We invest in people through community action.*

## JOB DESCRIPTION

<b>POSITION TITLE:</b>	<b>PROGRAM ASSISTANT</b>
<b>PROGRAM/DEPARTMENT:</b>	<b>RURAL COMMUNITIES CHILD CARE</b>
<b>REPORTS TO:</b>	<b>SUBSIDIZED PAYMENT COORDINATOR III</b>
<b>SUPERVISORY RESPONSIBILITY:</b>	<b>NO</b>
<b>FLSA / IWC STATUS:</b>	<b>NON-EXEMPT</b>
<b>WC CODE:</b>	<b>8810</b>

### POSITION OVERVIEW

Participates as a team member to assure the efficient and professional operation of the office.

### JOB DUTIES AND RESPONSIBILITIES

- Assists in the coordination and operation of the front office by performing reception duties, answering phones, greeting and assisting the general public, and opening and closing the office in a timely manner as needed.
- Open and deliver mail to staff
- Check in NOHO and deliver provider sheets 1-15 of each month to staff as directed and scan to CACFP
- Assist with the preparation and distribution of enrollment, application, and orientation packets, handbooks for providers and parents; and other documents as requested.
- Input subsidy applications on Eligibility list for Lake/Mendocino Counties and scan copy of application to designated offices
- Learn and maintain knowledge of child care referrals and will give child care referrals
- Liaison for monitoring supplies, giving ordering information to person responsible and stocking as needed to maintain necessary inventory.
- Packaging of PPE for providers and maintaining incentives in the Ukiah office.
- Acts as liaison to the person in charge of office machinery.
- Updates and maintains forms cabinet with adequate copies.
- Assists in preparation and distribution of enrollment, application, and orientation packets; handbooks for providers and parents; and other documents as requested.
- Assists with event promotion, setup, and cleanup.
- Performs research and compiles information as necessary for special projects as assigned.
- Drafts letters, memoranda, reports, forms, and other materials as needed.
- Attends scheduled meetings, trainings, and conferences as necessary.
- Established and maintains effective work habits, including:
  - Arrives at work on time and obtains approval from supervisor for planned absences or any changes in work schedule.
  - Treats co-workers and clients with respect.
  - Maintains a high level of confidentiality in all aspects of work and in alignment with all Agency and program policies and procedures.
  - Represents NCO and its programs to the community in a positive light.
  - Follows the NCO Injury Illness and Prevention Plan, as well as all Agency and program safety protocols, procedures, and policies.
  - Stays focused on the job.
  - Takes pride in creating an efficient, collaborative work environment.
  - Adapts constructively to change.
  - Dresses appropriately for the assigned job duties and responsibilities.
- Performs other duties as assigned or required.

### JOB QUALIFICATIONS

- A high school diploma or equivalent is required.
- A minimum, of two years of experience working in a business office setting is required; office management experience

is preferred.

- At least two years of experience using standard office machinery and systems is required.
- A demonstrated proficiency with Microsoft Word with a minimum corrected typing speed of 45 wpm.
- Experience using database systems is required.
- Must have proficient English language verbal and written communication skills and an ability to provide as well as understand and follow verbal and written instructions.
- Ability to accurately perform business math functions (addition, subtraction, multiplication, division and percentages.)
- Ability to work well with a diverse group of individuals and families including those from low-income households and a range of cultural backgrounds.
- Demonstrated ability to work independently with little direction, as well as be an collaborate team member.
- Must understand the principles and practices of effective business and interpersonal communications.
- Some knowledge or experience related to early childhood development practices, resources for human services available in the community, or coordination of events preferred.
- Ability to work flexible hours for scheduled weekend or evening activities as needed.
- For work related driving, employee must have: a current, valid California driver's license; a driving record that demonstrates the employee is a safe, appropriate driver as verified by a DMV printout; and, proof of personal automobile insurance; or reliable transportation with proof of automobile insurance.

### **WORK ENVIRONMENT/PHYSICAL DEMANDS**

1. While performing the duties of this job, the employee is regularly required to talk, hear, listen, and communicate clearly.
2. The employee frequently is required to sit; use hands to finger, handle or feel objects, use manual and automatic office equipment, and reach with hands and arms.
3. The employee is occasionally required to stand; bend; reach down and stretch overhead; walk; climb or balance; and stoop, kneel, crouch, or crawl.
4. The employee may frequently lift and/or move up to 25 pounds unassisted and may occasionally move and lift heavier materials with assistance using ergonomic guidelines.
5. Specific vision abilities required by this job include close and distance vision, peripheral vision, depth perception, and the ability to adjust focus.
6. The ability to travel during the day and/or night, sometimes long distance – possession of a valid California Driver's License and access to an insured vehicle is required.
7. Interaction and contact with outside agencies, vendors, funders, volunteers, donors and contributors is a frequent aspect of this job.
8. The employee will regularly use computers and computer printers, telephones and other similar electronic office equipment.
9. The environment can be noisy and includes the comings and goings of small children and their families.

*Note: This class specification should not be interpreted as all-inclusive. It is intended to identify the core essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA) or California FEHA. Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.*