

Infant/Child Enrichment Services, Inc.
Equal Opportunity Employer
Job Description

Description Job Title: Child Care Resource Program & Office Assistant

Reports to: ICES Executive Director

FLSA Status: Nonexempt **Hours:** 32 - 40 hours per week **Salary range:** \$17.71 – 21.53

Summary: This position will provide a variety of office services to parents, child care providers and the community. The individual will assist with referring parents to child care programs within the community and providing basic information about child care payment assistance.

Essential Duties and Responsibilities. (Others may be assigned).

1. Assist the Child Care Resource and Referral program and the Alternate Payment program with meeting the organizations funding terms and obligations.
2. Orders, maintains and stocks supplies.
3. Uses a telephone, computer software program to email, route, and respond to a variety of communications and correspondence using knowledge about agency programs.
4. Assist with creating an outreach plan to promote agency services.
5. Work closely and cooperatively with ICES staff in both the Mariposa and Tuolumne office.
6. Assist with special events and/or projects. This may include occasional evening and/or weekend work.

Supervisory Responsibilities: This job has no supervisory responsibilities.

Competencies:

- Cost Consciousness – researches and uses cost saving measures.
- Dependability – is consistently at work on time and ensures work responsibilities are covered when absent. Follows instruction and responds to management direction; completes tasks on time or notifies appropriate person with an alternate plan.
- Diversity – shows respect and sensitivity for cultural differences.
- Ethics – treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically.
- Interpersonal Skills – maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.
- Judgement – exhibits sound and accurate judgement; includes appropriate people in decision-making process.
- Motivation – sets and achieves challenging goals and objectives; presents ideas and information in a manner that inspires and helps others to be motivated, set and achieve goals.
- Oral communication – listens and gets clarification; responds well to questions; speaks clearly and persuasively in positive and negative situations.

- Organization support – follows policies and procedures; upholds organizations goals and values.
- Planning/Organization – prioritizes work activities; uses time efficiently.
- Problem Solving – identifies and resolves problems in a timely manner; gathers and analyzes information; works toward the generation of creating new and alternative solutions; works well in a group problem solving situations.
- Quality – demonstrates accuracy and thoroughness; demonstrates attention to detail; looks for ways to improve and promote quality.
- Written Communication – writes clearly and informatively; edits work for spelling and grammar; able to read and interpret written information; presents numerical data effectively.