



**CAPITAL AREA COMMUNITY SERVICES, INC.
HEAD START AND EARLY CHILDHOOD PROGRAMS
MEMORANDIUM**

TO: All CACS Employees, Volunteers and General Public
FROM: Danielle Cross, Human Resources Manager
DATE: October 2, 2017
RE: Job Posting

Applications are now being accepted for the following position:

Secretary (Willow Office)
A Job Description is attached
Starting Rate of Pay: \$10.27/hour
Full-Time, Full-Year
Immediate Start Date

All qualified applicants should email a resume with an attached cover letter to:

employment@cacsheadstart.org or by mail to:

C.A.C.S., Inc. Head Start
101 E. Willow Street
Lansing, Michigan 48906
Attn: Human Resources

Internal candidates must submit applications by 5PM on Friday, October 6, 2017 to be considered.

All applicants tentatively selected for this position will be required to submit to a urinalysis to screen for illegal drug use after offered employment.

PLEASE NOTE: C.A.C.S., Inc. – Head Start and Early Childhood Programs is an equal opportunity employer and promotes career advancement opportunities. Pursuant to CACS, Inc. Policies and Procedures this is an internal/external posting.

C.A.C.S. INC. HEAD START & EARLY CHILDHOOD PROGRAMS

JOB DESCRIPTION

Division: Head Start
Job Title: Willow Secretary
Classification: Para-Professional
FLSA: Non-Exempt

Job Summary:

Performs a variety of clerical and secretarial tasks associated with all aspects of the Head Start program.

I. Job Requirements:

1. Education and/or certification:
 - High school diploma or equivalent with preference to some college coursework in business and computer software. Second language preferred.
 - Minimum of one year of related and progressively more responsible secretarial and clerical work experience including using a variety of office equipment and computers. Typing 50 WPM.
2. Must undergo and satisfactorily pass at the time of hire and periodically thereafter pursuant to federal and state laws, Head Start Performance Standards, and Agency Policy and Procedures:
 - Criminal History Search
 - Child Abuse and Neglect Central Registry Clearance
 - Physical examination, Tuberculosis (TB) test and drug screen
 - Valid Michigan Operator License or State ID
3. Must possess the ability to:
 - Keep current on professional licenses and certifications as needed.
 - Work on multiple tasks and be able to organize and prioritize tasks efficiently.
 - Properly stoop, bend, lift, climb stairs, and expend moderate physical exertion.

II. Professional Expectations:

- a. Maintain professional confidentiality.
- b. Attend all required meetings, conferences, trainings, etc.
- c. Adapt to a variety of situations.
- d. Assist with parent involvement efforts and activities and encourage family participation in the program.
- e. Personal appearance is neat and appropriate.
- f. Participate in annual Self-Assessment and Peer Review process.
- g. Maintain personal attendance as defined by Notice of Appointment.
- h. Accept responsibility for own words and actions.
- i. Respect team, program, families and community members.
- j. Work at any site with any staff.
- k. Work openly and cooperatively in a team effort approach.
- l. Accept responsibility for team performance
 - Actively, willingly and consistently participates in team, parent, and other meetings.
 - Contributes ideas and efforts towards common goals.
 - Helps build and maintain positive attitudes, trust and team spirit.

III. Policy requirements:

- a. Follow all Head Start Program Performance Standards and all other federal regulations.
- b. Follow Michigan Child Care Licensing Regulations and all other state regulations.
- c. Adhere to CACS Personnel Policies and Procedures
- d. Adhere to CACS Program Manual and Mission Statement.
- e. Follow universal precautions.
- f. Accept responsibility for generating, documenting, and submitting in-kind to meet program requirements.

Essential Functions (not exhaustive and may be supplanted)

IV. Communication and interpersonal relationship skills expected:

- a. Communicate clearly and accurately when writing and speaking, as well as utilizing office equipment (computer, printer, copier, etc.).
- b. Share information with the administrative team, supervisor, and/or support staff regarding areas of success, concern and those which may have an impact on the program.
- c. Communicate regularly with supervisor regarding any changes in work schedule, supply and equipment needs or any issues or concerns.
- d. Distribute program materials in a timely manner.
- e. Follow administrative and supervisory directives, verbal or written.

V. Program Services:

- a. Receives and greets visitors, providing general information and notifying appropriate staff members.
- b. Answers incoming telephone calls, directs the calls to the appropriate staff, provides general information, and takes messages if requested.
- c. Maintains staff schedules and copies of program calendar in order to provide accurate information to families, community members, and staff.
- d. Completes a variety of secretarial and clerical tasks, organizing and prioritizing so the tasks may be completed in a timely manner for distribution to children, families, staff, and the community.
- e. Provides copying of documents and projects, including preparing multiple copies, collating, and binding.
- f. Maintains inventory of telephone systems and equipment, calls for service, reviews telephone bills for accuracy.
- g. Maintains inventory of office supplies, re-stocks supplies and orders postage, receives deliveries and checks incoming orders, and submits appropriate paperwork, including purchase requisitions and packing slips, to Finance Department.
- h. Distributes a variety of materials including miscellaneous checks to staff.
- i. Handles outgoing Willow Office mail, i.e. weighing, printing stamps, etc.

VI. Documentation

- a. Proofreads, does lay-out, and edits draft and final copy materials for appropriate and consistent format, accuracy of financial figures and other data, and use of correct punctuation, spelling and grammar.
- b. Organizes and prioritizes all tasks so they may be completed in a timely and accurate manner.

VII. Other

Assist with other duties as defined and/or requested by an Administrator or Supervisor when additional work is necessary to fulfill the obligations of the program.