

**Explorers Academy
615 North 19th Street
Billings, MT 59101**

◀ VACANCY ANNOUNCEMENT ▶

INTERNAL/EXTERNAL OPENING

POSITION: Child Plus Data Specialist

With on-the-job training, the incumbent will be expected to gain the necessary skill and ability to assume the full duties of the Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) agency position and if successful, promote into a managerial role.

WORKSITE: 615 North 19th Street
Billings, MT 59101

RATE: \$13.00 – 14.00 per hour, DOE

OPENING DATE: September 11, 2018

CLOSING DATE: Until Filled

JOB DUTIES: See Job Descriptions

QUALIFICATIONS: **Bachelors Degree in related field.**

WORK SCHEDULE: **8:00 a.m. – 5:00 p.m. Monday through Friday**

WHO MAY APPLY: All Qualified Individuals

HOW TO APPLY: Submit Current Resume And Completed
Application Form

Explorers Academy is an Equal Opportunity Employer

Position Description

Explorers Academy

Functional Title: Child Plus Specialist
Supervisor: ERSEA Director
Grade: Band 3 Level 2
FLSA: Non-exempt
Position Status: 40 hours per week

Position Summary

Responsible for maintaining Child Plus data management system. Enter data from applications, changes of status, and other information as requested, copying and distributing reports. Assist in all aspects of recruitment, application and enrollment. Perform a variety of administrative projects, including routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers. Assist in data tracking of application and enrollment information of agency children and families.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Child Plus

- Enter data from applications into Child Plus system.
- Update information in Child Plus system, including change of status, health information, mental health, disabilities, personnel, etc. as needed
- Input attendance information for all sites.
- Assist in ensuring completion of files according to requirements before enrollment.
- Generate reports for staff as requested.
- Assist co-workers in using Child Plus system.
- Maintain working knowledge of updated procedure for Child Plus system.
- Maintain all enrollment files.

Eligibility and Enrollment

- Perform a variety of administrative projects, including routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers.

ESSENTIAL SKILLS

- Maintain emotional control and manage difficult situations with tact and diplomacy.
- Communicate clearly, both orally and in written format.
- Be organized to ensure timely and accurate documentation of records and reports.
- Demonstrate respect and sensitivity for cultural, racial and economic differences.
- Treat others with respect and consideration to foster a teamwork environment.

- Use computer technology and understand its application to organizational and/or departmental function.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- High School diploma, minimum one year office work experience.
- Broad knowledge of computer data programs preferred.
- Must have the aptitude for continuous learning in order to support the agency recruitment, selection and enrollment processes.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk, listen, stand, walk and sit.

The position requires a large amount of data entry and the employee must be able to sit at a desk for a majority of the work shift with reasonable breaks to move and stretch.

While performing the duties of this job, the employee is also often required to use hands to finger, handle, or feel objects, tools or controls, reach with hands and arms, climb stairs, balance, bend, stoop, kneel, crouch or crawl, taste or smell and move quickly to respond to children's health or safety needs.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this position, the employee will work in a busy office environment. Noise level is usually moderate.

COMMENTS:

This description is intended to describe the essential job functions and requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of this position. Other functions and duties may be assigned as determined to be necessary for overall job accomplishment.