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Position Available:

Wyoming Child & Family Development, Inc. Torrington site is accepting applications for a Center Technician 35 hrs./wk. For application/information: www.wyomingchild.org, or 307-532-7068. **“This institution is an equal opportunity provider.”**

WYOMING CHILD AND FAMILY DEVELOPMENT, Inc.

JOB DESCRIPTION

TITLE OF POSITION: CENTER TECHNICIAN

SUPERVISED BY: Center Coordinator

GENERAL RESPONSIBILITY: Performs secretarial and typing/word processing tasks, as assigned, for the smooth operation of the Center. Answers the phone and greets children, families, and community members in a professional and welcoming manner. The Center Technician is also responsible for maintaining an adequate supply of forms, office supplies, and equipment on hand and their maintenance.

MINIMUM QUALIFICATIONS:

- High School Education, preferably with business emphasis.
- Must demonstrate an above average knowledge in secretarial/office procedures, business English, strong organizational skills and knowledge of office machines, their operation and maintenance.
- Must have the interpersonal skills necessary to work with diverse families, community groups and staff.
- Must be well organized and able to problem solve .

ESSENTIAL FUNCTIONS:

1. Serves as a receptionist and receives incoming telephone communication. Is responsible for seeing that all calls and visitors are referred to the appropriate person and all messages are delivered in a timely and correct manner.
2. Maintains accurate logs of all incoming and outgoing mail and its distribution.
3. Types and edits correspondence, reports, and forms as assigned.
4. Maintains an adequate supply of all forms used.
5. Maintains the center filing systems in an efficient and orderly manner. Keeps all filing up-to-date at all times.
6. Maintains petty cash records and receipts. Sends receipts to the Central Office as needed.
7. Enters child-tracking as assigned.
8. Assists center staff with copying and laminating as needed.
9. Checks and distributes E-mail messages daily.
10. Maintains the confidentiality of program children, families and staff.

11. Reports suspected child abuse in accordance with the policies and procedures of Wyoming Child and Family Development, Inc.
12. Recruits children for the program within the guidelines established by Department of Health and Human Services and Wyoming Child and Family Development.
13. Performs other duties as assigned by the Board of Directors or its designee.

ALL REQUIREMENTS FOR THIS POSITION WILL MEET THE HEAD START/EARLY HEAD START PERFORMANCE STANDARDS, DFS LICENSING, NAEYC STANDARDS, WYOMING DIVISION OF DISABILITIES RULES AND REGULATIONS AND WCFD POLICIES AND PROCEDURES. ALL EMPLOYEES WILL ADHERE TO THE MISSION, VISION, AND VALUES OF WCFD.

THESE ARE MINIMUM REQUIREMENTS, NOT PERSONAL QUALIFICATIONS OF THE PERSON(S) PRESENTLY IN THE JOB. IN OTHER WORDS, YOU MUST MEET THESE REQUIREMENTS IN ORDER TO BE CONSIDERED FOR THE JOB.

STANDARD JOB REQUIREMENTS:

- Able to perform the essential functions of the position, as defined in the job description, without presenting a danger to either self or others, with or without reasonable accommodations.
- Must have an employment physical, AHA CPR and First Aid Training, and TB test completed within 90 days, unless otherwise specified by the supervisor.
- Wyoming Child and Family Development, Inc. requires all prospective employees to participate in a Central Registry and criminal background check, including fingerprinting.
- Must have a valid driver's license, safe driving record and liability insurance as required by Wyoming State Law.

PHYSICAL/ENVIRONMENTAL REQUIREMENTS:

1. Must be able to work with families and children birth through age 5.
2. Must possess proper stress management techniques.
3. Must possess visual acuity and stamina to read technical material for extended periods of time.
4. Be able to sit, stand, or walk for long periods of time without fatigue or discomfort.
5. Must be able to travel to site locations, meetings and trainings, both in and out of state.
6. Must be willing to drive in a variety of weather conditions.
7. Must be able to hear and process ordinary conversation and telephone conversation.
8. Must be able to communicate effectively with staff, children, families, and community.
9. Must be able to tolerate air-conditioned buildings and fluorescent lights.
10. Must be able to climb stairs, stoop, kneel, crouch and/or reach, to retrieve materials and supplies from ground level to a height of at least 5 ft.
11. Must have upper body strength to lift and carry the equivalent of 50 pounds.
12. Must be able to assist a child to safety in case of an emergency.
13. Must be able to work in a flexible daily routine and change as required.
14. Must be able to work in a variety of temperatures, including hot and cold weather.
15. Transportation staff must:
 - a. Able to tolerate possible exposure to biohazards, i.e., body fluids, etc.
 - b. Ability to recognize mechanical problems that would require stopping of bus to prevent damage or potential accident while driving.
 - c. Able to read gauges on dash of bus and recognize indicator of problems.
 - d. Able to tolerate possible gas and diesel fumes.
 - e. Able to tolerate dust and gravel.