



“This institution is an equal opportunity provider.”

Position available:

Wyoming Child & Family Development, Inc. Central Business Office is accepting applications for an Office Technician position – Clerical for 35 hrs. /wk. – 240 days/yr. with excellent benefits. High School Education required. For application/information: www.wyomingchild.org, or 1-307-836-2751. Closing date 9/22/2017 “This institution is an equal opportunity provider.”

For more information see descriptions below:

WYOMING CHILD AND FAMILY DEVELOPMENT, Inc.

JOB DESCRIPTION

TITLE OF POSITION: OFFICE TECHNICIAN – CLERICAL

RESPONSIBLE TO: Administrative Assistant

GENERAL RESPONSIBILITY:

Performs clerical, typing, and general receptionist duties, as assigned by the supervisor.

MINIMUM QUALIFICATIONS:

- High School Education required.
- Must demonstrate ability and knowledge in secretarial skills, business English, and the ability to run office machines.
- Computer experience/knowledge required.
- Must have effective verbal and written communication skills.
- 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.

ESSENTIAL FUNCTIONS:

1. Completes clerical, filing, and typing/word processing tasks as requested by the supervisor.
2. Answers phone utilizing positive communication techniques and phone etiquette. Is also responsible for seeing that all calls are referred to the appropriate person and conveying messages in a timely and correct manner.
3. Duplicates and/or laminates any requested materials as required.
4. Assists the Administrative Assistant, Business Manager/Fiscal Officer with correspondence and grant preparation, as needed.
5. Updates all WCFD manuals and forms as needed and keeps each center updated with current forms.
6. Fills form requisition requests for all programs.
7. Manages all incoming and outgoing mail. Checks incoming orders to verify receipt.
8. Assists administration and field staff by typing and dispersing memos, minutes, agendas, reports, handouts, newsletters, etc.; and tracking survey and questionnaire results.
9. Processing travel & training requests and coordinating travel arrangements.
10. Prepares USDA Reports.
11. Recruits children for the program within the guidelines established by Department of Health and Human Services and Wyoming Child and Family Development.
12. Prepares office environment for meetings, trainings, etc.
13. Reports suspected child abuse in accordance with the policies and procedures of Wyoming Child and Family Development, Inc.
14. 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 and TB risk assessment prior to work with children.
- Must have AHA CPR and First Aid Training 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 upon hire and every 5 years.
- Must have a valid driver's license, safe driving record and liability insurance as required by Wyoming State Law. Driving records are reviewed annually.
- Wyoming Child and Family Development requires an initial statement of health from a licensed healthcare provider and a renewed statement every 5 years.

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.