



Orange County Head Start, Inc. Career Opportunity

ERSEA DATA ENTRY CLERK

Would you like to make difference in the lives of Orange County's most vulnerable children?

As a non-profit organization, Orange County Head Start, Inc. (OCHS) serves preschoolers, infants, toddlers, pregnant women and families throughout Orange County, including families on public assistance, children with disabilities, from homeless and foster families, and teen parents. OCHS's programs and services promote school readiness, early reading, science, mathematics, social skills and physical development. Through the additional support of comprehensive services, including health, nutrition, mental health and family partnership building, parents are empowered as leaders and advocates for their children's education, families' success, and betterment of the communities.

As an Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Data Entry Clerk for our program under general supervision of the ERSEA Manager, responsible and accountable for providing data entry support for the operation and delivery of ERSEA services. Responsible for entering and maintaining eligibility, selection and enrollment information in the agency data entry system, and ensuring that data input is accurate, complete, consistent, and in accordance with OCHS plans, policies and procedures. Availability to work overtime on evenings and weekends based on Agency needs.

Requirements: High School diploma or equivalent required. An AA or BA degree is preferred. A Minimum of two years data entry experience. Oral and written fluency in English and Spanish required. Math skills required. Must have strong data entry and customer service skills. Ability to type 50 wpm with accuracy. Ability to learn and adapt to new computer programs and data entry systems. Ability to work independently and in a group within a fast paced setting.

We offer an hourly pay of \$16.00, excellent benefits and the opportunity to serve young children and their families in Orange County.

Final filing date: Until filled

Apply now to join our team! Submit an application, resume and transcripts to:

Orange County Head Start Inc.
2501 S. Pullman Street, Suite 100
Santa Ana, CA 92705

For further information and additional career opportunities, please visit the careers section on our website at www.ochsinc.org or call our Human Resources Department at 714-241-8920.

Fax 949-596-829. EOE