

MAKE AN IMPACT. CHANGE LIVES. END POVERTY.

Company Overview

We believe every child deserves an opportunity to succeed. Orange County Head Start, Inc. is a non-profit organization laser focused on breaking down walls of educational and other injustices that exist for children and families in poverty in contrast to their peers. We break down these walls by providing windows of opportunity using the Head Start and Early Head Start models. In order to meet the objectives of our mission, we are looking for what matters most - people - who share our purpose and mission to help children and families who are at a disadvantage. Being on our team at Orange County Head Start, Inc. means you are passionate about your career and helping your community. You can make a difference every day in a child's life here. Do you have the right purpose to make an impact on a child's life and help them unleash their full potential while unleashing your own? The job Description indicates the major duties required, but does not include all the duties and qualifications required. OCHS is an equal opportunity employer.

Job Summary:

Under the general supervision of the Health Manager, is responsible and accountable for providing data entry support for the operation and delivery of Health Services. In addition, plans, organizes, coordinates, and communicates with Public Health Services and participates in case management, monitoring, technical assistance, parent programs, and other duties as assigned. In partnership and communication with all Center Directors, Content Area Experts, and other Head Start and Early Head Start staff will be responsible and accountable for reviewing, implementing, and executing Performance Standards, Program Area Plans/Policies and Procedures, and following State, County, and Local regulations and laws followed by Orange County Head Start, Inc.

Minimum Qualifications:

Education: High School diploma or equivalent is required. An Associate's Degree in health or public health, medical assistant, or related field is preferred. Any other combination of training and/or experience that could likely provide the desired skills, knowledge, or abilities may be considered.

Experience: A minimum of two years of data entry experience, detailed record keeping, computer/database, and keyboarding skills; in addition to excellent communication and customer service. Have experience working with computers; detailed record keeping and excellent communication, computer/database & keyboarding skills. Working knowledge of local community resources related to medical and/or dental care; experience in child health services, desirable. Bilingual English/Spanish or English/Vietnamese required.

We offer an hourly pay of **\$24.41** per hour with excellent benefits and the opportunity to serve your children and their families in Orange County.

Final filing date: Until filled

Apply now to join our team!

Submit an application, and resume 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 949-596-8291

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