



## Job Description

**Job Title: Program Assistant**

**Department: Head Start/Early Head Start**

**Reports To: Head Start/Early Head Start Director**

**FLSA Status: Non-Exempt**

**OSHA Category: 2**

**Summary:** Assist with all aspects of the Head Start and Early Head Start program including outreach, recruitment, public awareness, family/child tracking, classroom operations and maintaining compliance.

### **Essential Duties and Responsibilities:**

- Promote the Head Start and Early Head Start program through various methods including attending community events/meetings and submitting articles and ideas for social media.
- Assist with tax preparation
- Assist with classroom coverage
- Exceptional organizational skills.
- Excellent writing skills.
- Basic computer skills.
- Ability to communicate effectively with consumers and professionals.
- Ability to plan and coordinate a variety of events.
- Be available for out of area and possibly overnight travel and training.
- Highly motivated.
- Be bondable.
- Perform other duties as assigned to enhance, improve, and accomplish the agencies mission and strategic goals.
- Collaborate with agency colleagues to reach agency objectives.
- Participate in agency committees as needed.
- Knowledge of local resources.
- Attend and participate in ongoing trainings and meetings
- Assist with all required screenings including on-site assistance as well as documentation, tracking, compliance, notices, and referrals.
- Assist managers with required observations including meal observations and classroom safety checklist
- Assist in monitoring menus, grocery purchases, meal counts
- Assist with ordering and distributing classroom supplies based on actual need of classrooms.

*Mission Statement: "Working together with individuals, families, and communities to provide resources for a better life"*

Updated 4/3/2025

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- Assist with child/family data tracking by assisting to enter and maintain all aspects of client files within LITT or other appropriate data tracking systems and ensure accuracy on a timely basis
- Provide outreach, identification, and recruitment for Head Start/Early Head Start and all agency programs by attending community events and public awareness activities throughout the service area.
- Provide referral information to families, linking them to needed resources.
- Maintain confidentiality.

### **Supervisory Responsibilities:**

This position does not supervise.

### **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

- Quantity - Completes work in timely manner; works quickly.
- Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.
- Attendance/Punctuality - Is consistently at work when scheduled and on time.
- Dependability - Follows instructions, responds to management direction.
- Empathy – Values the feelings of others to ensure pleasant workplace relationships and customer satisfaction.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements described are representative of: Some computer skills, including knowledge of Microsoft Word and Excel, excellent communication skills, and familiarity with office equipment. Must have good recall memory, organizational, and listening skills.

### **Education and/or Experience:**

High school diploma or equivalent.

Must have valid West Virginia driver's license; clear criminal background and APS/CPS check must be bondable. May be required to obtain a CDA and CDL.

### **Language Skills:**

Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from, clients, customers, and the public.

### **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.

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While performing the duties of this job, the employee is regularly required to stand. The employee is frequently required to sit, reach, hear and talk. The employee may occasionally lift and/or move up to 25 pounds.

**Work Environment:**

The noise level in the work environment is usually quiet with the inside temperature in offices kept at a comfortable level of 70 degrees.

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Employee Signature

Date

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