



For a Brighter Future.

## Job Vacancy

**Position: Head Start Secretary**

**Location: Allen County – Hanna Creighton site**

**Hours: 40 hour/week, 52weeks/year**

**Starting Salary: \$9.81 – 10.15/hour**

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### **JOB SUMMARY**

The Head Start Secretary is responsible for typing reports, contracts, proposals, data entry, file processing and maintenance, and clerical support for Brightpoint Head Start operations at their assigned site. The Secretary must provide quality customer service to families enrolled and families inquiring about Head Start.

1. Responsible for receptionist duties to include answering the telephone effectively, taking accurate messages, directing callers to the appropriate individual, and maintaining an orderly appearance of the reception area
2. Types, duplicates, files and distributes reports, contracts, forms, proposals, budgets, and correspondence for Brightpoint Head Start
3. Enters computer data as assigned for Family Advocates and Center Supervisor
4. Responsible for maintaining positive working relationships with staff, clients, and visitors
5. Responsible for complying with Head Start Performance Standards, NAEYC criteria, Licensing requirements, policies, procedures and guidelines in the day-to-day operation of the site
6. Must provide accurate data entry
7. Ensure that confidentiality is respected and maintained at all times
8. Implement Brightpoint Values at all times

### **PHYSICAL REQUIREMENTS**

1. Work involving standing, sitting and stooping; must be able to bend or kneel to child's eye level, Must be able to stand and sit for forty-five (45) minute intervals.
2. Must be able to move forty (40) pounds all directions.
3. Manual dexterity and visual skills required. Auditory and verbal skills required for communication with clients, staff and the public.

### **ELIGIBILITY REQUIRMENTS**

1. Must possess a high school diploma, GED or an education waiver from the Department of Families and Children
  2. Must have two years' clerical experience
  3. Strong written, verbal communication and organization skills
  4. Ability to type a minimum of thirty (30) words per minute
  5. Ability to work with minimal supervision, self-motivated, attentive to detail, well organized, dependable, productive, and function well under deadlines and multiple priorities
  6. When driving for CANI, the employee must have a valid Indiana driver's license and must maintain minimum liability limits of \$100,000/\$300,000 on auto insurance
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**DATES FOR INTERNAL POSTING: 11/9/18 TO UNTIL FILLED**

**TENTATIVE DATES FOR EXTERNAL POSTING: 11/9/18 TO UNTIL FILLED**

**APPROXIMATE DATE FOR POSITION TO BEGIN: IMMEDIATELY**

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**FOR FUTHER INFORMATION, CONTACT HR DEPARTMENT AT 2016 OR 213**

**APPLICATIONS ACCEPTED -227 E WASHINGTON BLVDL, FORT WAYNE, IN**

**8:00AM-5:00PM MONDAY – THURSDAY, 8:00AM-11:00AM FRIDAY**

**OR VIA THE INTERNET AT: [www.mybrightpoint.org](http://www.mybrightpoint.org)**

We, Brightpoint conform to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without any regard to race, color, religion, sex, age, national origin, disability status, protected veteran status, or any other characteristic protected by law.