



Orange County Head Start, Inc. Career Opportunity

HEALTH 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 a Health Data Entry Clerk for our program under general supervision of the Health Manager, you will be responsible and accountable for providing data entry support for the operation and delivery of Health services. Inputting immunizations, physical and dental exams, and health screening results in a timely manner to meet Head Start Performance Standards; assist with filing of health data; prepare health supply orders; support the Health department in coordinating health classes for staff (e.g., CPR, First Aid and Bloodborne Pathogen), and screenings for children; furthermore, support staff with reminder follow up calls to families regarding health requirements as well as assisting with incoming calls to the health department. Ensuring that data input is accurate, complete, consistent and in accordance with OCHS plans, policies and procedures.

Requirements: High School diploma or equivalent is required. An Associate's Degree in health or public health, medical assistant or related field is preferred. Must understand and be knowledgeable of health/medical terminology. Oral and written fluency in English and Spanish is required. Must have strong data entry and customer service skills, as well as computer literacy with the ability to type 50 wpm with accuracy. The ability to learn and adapt to new computer programs and data entry systems. Additionally, work independently and in a group within a fast paced environment. 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. Bilingual Spanish required.

We offer an hourly pay range of \$13.47 to \$14.51 , excellent benefits and the opportunity to serve young children and their families in Orange County.

Final filing date: Friday, August 17, 2017 at 5:00 p.m.

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 949-596-8291

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