

# York County Community Action Corp.

## Children's Services Staffing Coordinator

### Job Description

**REPORTS TO:** Assistant Director of Children's Services, with input for Program Director

**STATUS:** Non-exempt, 37.5 hours a week, 48 weeks a year

**PAY GRADE:** 5

**PURPOSE:** The Staffing Coordinator will work under the supervision of the Assistant Director and will be responsible for ensuring the coordination of; interviewing, hiring, orientating and training any new staff member whiling working with HR staff and hiring supervisors to ensure that the new staff have a positive experience while transitioning into our program.

#### **RESPONSIBILITIES:**

1. Works in collaboration with YCCAC's Human Resources department to prepare the job posting any open positions in the Children's Services Department. Reviews all posting for accuracy.
2. Provides support in recruiting for open positions.
3. Coordinates interviews and ensures that all required personnel is a part of the interview committee, as directed by the hiring manager/coordinator.
4. Supports potential candidates with ensuring all required background checks are completed.
5. Completes reference checks and approval form for Policy Council.
6. Keeps the hiring manager/coordinator and supervisor up to date on the status of each new hire during the hiring process.
7. Completes Policy Council Approval form and seeks out Policy Council approval for any new hires, as directed by the hiring manager/coordinator.
8. Works with Health and Nutrition Manager to ensure approval of immunization records before a new staff member starts, including a TB test, and ensures staff have CPR/First Aide certifications. If not, schedules training.
9. Works with Human Resources Department, leadership team and coordinators when there is a new hire to coordinated new staff orientation and develop an orientation schedule.
10. Conducts new-hire program employee orientations.
11. Works with the Human Resources Department when there is a new employee to ensure that all required paperwork has been received.
12. Acts as the program's Child Plus data systems Administrator. This includes but not limited to:
  - a. setting up program year
  - b. being familiar will all of the different components of Child Plus
  - c. Supports staff around IT issues and questions specify related to Child Plus
  - d. Runs reports for Director and Assistant Director as requested
  - e. Enters necessary staffing data, including the uploading of documentation, into the ChildPlus Database.

- f. Enters professional development plans and staff training and data into the ChildPlus database.
13. Reviews weekly payroll to ensure all supervisors have approved time and checks for accuracy prior to submission to the YCCAC Fiscal Office, as well as is the liaison between staff members and the Fiscal Office in regards to payroll matters.
14. Maintains an up to date Substitute List for Food Service and Classroom Substitutes.
15. Completes placements of Substitutes when needed, to ensure that coverage is provided. Contacts the Center Supervisors/Managers if coverage is not available.
16. Maintains an up-to-date intranet calendar for substitute placements.
17. Ensure that education staff is registered with Maine Roads to Quality (MRTQ) and that they have taken the required trainings to ensure that we maintain on level four rating status with MRTQ.
18. Assist in maintaining employee's personnel file to ensure that we have all required paperwork for Head Start and Maine Start licensing.
19. Maintains Maine Quality Rating Systems information and ensures that all centers are up to date.
20. Provides Director and Assistant Director with Administrative support which includes but not limited to:
  - a. Support for the Board of Directors meeting/events and materials.
  - b. Completing travel arrangements, as requested, for flights, accommodations, and completing per diem vouchers.
  - c. Maintains staff training calendar.
  - d. Scheduling training events as directed.
  - e. Maintains the Children's Services Organizational Chart and phone directory.
21. Assists the Director and Assistant Director of Children's Services with data presentations including the development of charts and other data display models.
22. Demonstrates excellent interpersonal skills and ability to work with different adult learners.
23. Displays integrity; listens actively and genuinely; and, provides both verbal and written communication that is clear and concise.
24. Is familiar with Head Start Performance Standards and State of Maine Childcare Licensing regulations
25. Meets the Agency's standard for attendance, punctuality and dependability.
26. Attends meetings and trainings as requested.
27. Provides relief to Office Coordinator/Receptionist, when needed.
28. Adheres to program policies and procedures.
29. Performs other duties as assigned, or as necessary to fulfill the position.

**Qualifications:**

1. Must have a high school diploma, GED, or HSE equivalent
2. Must not have an active record on the System for Award Management (SAM) website. Background checks will be run upon hire and at least every five years.
3. Five (5) years of demonstrated successful administrative/human resource assistant experience.
4. Proven experience in a position requiring accuracy, attention to details and thoroughness is important.

5. Confidentiality is a requirement of this position.
6. Excellent communication skills and organizational skills required.
7. Must enjoy servicing others and working in a collaborative environment.
8. Proficient in Microsoft office: Excel, Word, Power Point and Outlook.

**Responsibility for Safety and Health:**

1. Follow established standard and safety precautions in the performance of all duties.
2. Report to the Operations/Special Initiatives Manager any hazardous condition or equipment immediately.
3. Attend required safety trainings.

**Physical Requirement:**

Physical Essential Functions of the position

Bending	<input type="radio"/>	Sitting	F	N (Not applicable)
Carrying	<input type="radio"/>	Standing	O	O (Occasionally) on/off up to 3 hrs. per day
Driving	<input type="radio"/>	Talking	F	F (Frequently) on/off up to 6 hrs. per day
Handling	<input type="radio"/>	Walking	O	C (Constantly) all the time, over 6 hrs. per day
Hearing	F	<u>Lift/Carry</u>		
Keyboarding	F	20 lbs or less	<input type="radio"/>	
Kneeling	<input type="radio"/>	<u>Push/Pull</u>		
Reaching	<input type="radio"/>	12 lbs or less	<input type="radio"/>	

No job description can define completely all aspects of a particular position. This job description in no way states or implies that these are the only duties that you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is an essential function of the position.

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position of Staffing Coordinator and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

I further understand that my employment is at-will. I understand that my employment may be terminated at-will by the facility or myself with or without notice. I further understand that should I desire to resign a two (2) week notice is necessary, and that failure to work through that notice would lead to a loss of eligibility for rehire at York County Community Action Corporation.

Employee (print) name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have thoroughly discussed the job description and expectations of this position with the employee whose signature appears above.

Supervisor's Signature \_\_\_\_\_ Date: \_\_\_\_\_