

Job Description

Title: Disabilities and Mental Health Clerk

Department: Early Head Start

FLSA Status: Non-Exempt

Reports To: Disabilities and Mental Health Manager

Date: _____

Approved: _____

Job Summary:

The Early Head Start (EHS) Disabilities and Mental Health Clerk will perform a variety of administrative and clerical tasks. Duties of the Disabilities and Mental Health Clerk include providing support to the manager and employees, assisting in daily office needs regarding disabilities and mental health.

Essential Duties and Responsibilities:

- Assist the EHS Disability/Mental Health Manager with obtaining documentation from outside agencies.
- Assist the Disabilities and Mental Health Manager (DMHM) and Education Team with ASQ's data entry in the program's database system (ChildPlus).
- Assist the Disabilities and Mental Health Manager (DMHM) with tracking ASQ's completion within 45 days.
- Assist Family Advocates and Education Team if needed with the completion of the Early Steps referral.
- Contact parents to remind them of their appointments and needed information.
- Scan and upload needed documentation in ChildPlus.
- Assist the EHS Disability/Mental Health Manager in updating the Disability and Mental Health Community Resources.
- Maintain open communication with Family Advocates, Education Team and the DMHM regarding disabilities and mental health.
- Assist with the preparation of trainings and meetings.
- All other duties as assigned.

Skills and Abilities:

- Proficiency in MS Office
- Ability to master new data systems, ChildPlus.
- Excellent time management skills and the ability to prioritize work.
- Attention to detail and problem solving skills.
- Handle multiple tasks and see through to completion.
- Excellent written and verbal communication skills.
- Strong organizational skills with the ability to multi-task.

Experience and Training:

- High School Diploma/Bachelor's Degree preferred.

- 2-3 years' experience.
- Training, education and/or experience may be substituted for certain minimum qualifications

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. While performing the duties of this job, the employee is frequently required to sit, talk, hear and use hands and fingers to operate and handle keyboards and controls. The employee is occasionally required to walk and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment:

The work environment characteristics described in this document are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise levels in the work environment may vary but are usually moderately quiet.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities. This document does not create an employment contract, implies or otherwise, other than an "at will" relationship.

Employee Signature

Date

Supervisor

Date

