



EMPLOYMENT OPPORTUNITIES

Position: **Data Entry Tech – Health & Nutrition Services**
TEMPORARY – Full Time

Assignment Duration: **Assignment End Date will be Until Further Notice**

Location: San Mateo, California

Salary: Depending on Experience

Filing Deadline: Open until filled

EXAMPLE OF DUTIES:

1. Evaluate the Health Intake forms record for each enrolled and applying child and assure the proper data entry into Child Plus Database.
2. Inputs child's health information into Child Plus. Items include: physical and dental exams, vision and hearing screenings, lab results, failed or items of concern, ages and stages screenings, special meal substitutions and other health notes.
3. Maintain and manage the health electronic in accordance with FA's paper files. Scanning and electronically attach files to child's record in Child Plus. Maintain, track & record CACFP DTCR. When needed, file hard copies.
4. Monitor completion of required immunizations for each enrolled child and provide updates to Health Manager.
5. Prepares and generates tracking reports in Child Plus database system on a regular basis or as needed for Health & Nutrition Services Manager, Family Advocates, Home-based Specialists, Family Child Care Coordinator
6. Process and input Virtual Dental Home (VDH) Dental Exams on an ongoing basis.
7. Maintain and manage Meal Substitution and Food Allergy files. Facilitates such updates with food vendor – to ensure that allergy and meal substitution requests are processed upon receipt.
8. Receive food vendor monthly menu and distributes to all sites in a timely manner. Facilitates Spanish translation of menu.
9. Prepares, generates and collates tracking reports for health services in Child Plus database on a regular basis for Managers and field staff.
10. Analyze Child Plus health data and conduct a process to respond to missing, late, and failed health requirements.
11. Assist with the health services monitoring and file review
12. Maintains Special Meal & Milk Accommodations Excel Sheet for Health Services and food vendor.

QUALIFICATIONS:

- High School diploma or equivalent.
- Associate Degree from an accredited college preferred.
- One year of actual work experience in data entry and data base administration.
- One year of general office experience
- Detail oriented, organized and analytical, with excellent computer/database & keyboarding skills.
- Excellent oral, written and computer communications skills.
- Knowledge of Child Plus Database or other Head Start database preferred.
- Bilingual in Spanish preferred, but not required.

SELECTION PROCESS:

Applicants will be reviewed by a screening committee for satisfaction of minimum qualification standards. The best candidates for the position will be invited for a panel interview. Please submit copies of degree(s) and any certification along with the cover letter and resume.

SUCCESSFUL CANDIDATE REQUIRED TO PROVIDE EMPLOYMENT ELIGIBILITY VERIFICATION

HEALTH AND OTHER REQUIREMENTS:

Physical Examination and TB Test upon employment
Fingerprint Clearance/Child Abuse Index/Criminal Record Statement/NSOPW

APPLY: Attn: Human Resources Department
Institute for Human and Social Development
155 Bovet Road, Suite 300
San Mateo, CA 94402
E-Mail to: hr_resume@ihsdinc.org

AN EQUAL EMPLOYMENT OPPORTUNITY – AFFIRMATIVE ACTION EMPLOYER