



## Data Quality and Support Assistant

**Reports to:** Center Manager  
**Department:** Child & Family Services Programs  
**Classification:** Nonexempt

**Division:** Program Operations  
**Program:** Head Start  
**Grade:** 24

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The Mission of Tri-Valley Opportunity Council, Inc. is to “Improve the quality of life for people and communities by providing opportunities to meet their needs and realize their potential”.

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### **SUMMARY OF PRIMARY FUNCTION**

The Data Quality and Support Assistant assists the Center Manager in daily operations by completing a variety of tasks and responsibilities based on center needs and at the discretion of the Center Manager. The Data Quality and Support Assistant reviews family information and verifies documents to certify eligibility, assists in proper selection and enrollment, maintains child attendance records, inputs data into data systems, and completes related reports. Other responsibilities include but are not limited to: bills and coding, activity report, inventory, food service report, and in-kind.

### **ESSENTIAL FUNCTIONS**

#### ***Eligibility***

1. Assists in preparing copies of documents that verify the family’s qualifying move and income.
2. Assures that eligibility forms and verifying documents are complete, accurate and appropriate.
3. Determines and records family eligibility criteria for one or more of the program’s funding sources.
4. Compiles data on family eligibility variations and selection priorities.
5. Maintains an up-to-date selection log and assists the Center Manager in completing timely selections for enrollment.
6. Ensures that completed eligibility forms are forwarded to appropriate offices and agencies.
7. Ensures accurate data entry of eligibility forms into the data system(s).

#### ***Child Enrollment Attendance***

1. Maintains current records on child enrollment and daily attendance.
2. Assures that individual child and family enrollment records are input into the data entry systems, copies made as needed, and files are maintained in an organized and secure manner.

#### ***Data Entry, Reporting and Clerical***

1. Assures quality of data entered into the program database by running periodic checks for accuracy.
2. Assists other center staff in ensuring data is entered into the program database.
3. Collects, prepares, and enters program data efficiently.
4. Efficiently retrieves and transfers program data as requested.
5. Compiles program data as requested and assists in developing reports designed to meet program needs.
6. Researches internet for local agricultural industries to assist with recruitment of eligible families.
7. Collects and maintains information on local resources in order to refer families when needed.
8. Assists with gathering and documenting community assessment information.
9. Assists in the development and distribution of center information including newsletters, flyers and notices to parents, minutes, etc.

#### ***Inventory and Resource System***

1. Maintains inventory of supplies and materials. Ensures inventory is entered into data base.
2. Assists in documenting purchases, payment processing, and maintaining current record of accounts.
3. Assists in providing supplies and materials to staff in a timely manner.

#### ***Miscellaneous***

1. Performs other duties and takes on additional responsibilities as directed by supervisor.

### **ESSENTIAL COMPETENCIES, SKILLS AND ABILITIES**

1. Regularly attends work on time as scheduled. Contacts supervisor/designee when delayed, sick or otherwise unable to be at work as scheduled, as defined by direct supervisor.
2. Is knowledgeable of and complies with Tri-Valley and program policies and procedures and applicable laws and regulations.
3. Displays a positive, professional and respectful demeanor at all times toward employees, peers, professional contacts, parents and clients served, maintaining a professional appearance and positive company image.

4. Conducts self in respectful, cooperative manner when interacting with clients, co-workers and others, and constructively represents Tri-Valley and its programs.
5. Maintains a professional appearance and provides a positive company image within Tri-Valley, customer base and the public.
6. Promotes positive employee interaction, maintains open communication with other programs/departments at Tri-Valley to maintain a high level of knowledge regarding Tri-Valley's programs, goals and philosophy.
7. Respects the privacy of others by appropriately utilizing and protecting confidential or otherwise privileged information.
8. Ability to work independently, with minimal supervision, as well as work within a team environment. Demonstrates teamwork by cooperating with and assisting co-workers as needed.
9. Ability to follow through to completion with strong attention to detail.
10. Seeks clarification, asks questions when uncertain of position or task expectations.
11. Participates in learning experiences for personal growth and professional development to enhance professional skills and job satisfaction.
12. Participates in program meetings as directed and maintains informed as needed to work effectively.
13. Analyzes and/or reports problems in area of responsibility as they occur and determines/implements solutions as appropriate.
14. Ability to organize and prioritize work, identifying what needs to be completed and ensures the completion in a timely manner.
15. Must be able to handle diverse work problems on a daily basis. Requires ability to set priorities and work schedule, yet adjust to changes necessitated by last minute assignments and deadline requests that may prove stressful.
16. Must relate and interact with people at all levels of the agency and in a culturally diverse environment.

**MINIMUM REQUIREMENTS**

1. Must be at least 18 years of age.
2. High School diploma or equivalent.
3. Must score at least 80% on the computer competency test.
4. High level of competence in Microsoft Word, Excel, and Power Point.
5. Excellent communication skills, verbal and written.
6. One year experience collecting and accurately calculating and recording pertinent data.
7. One year experience maintaining an effective filing system.

**PREFERRED REQUIREMENTS**

1. Ability to communicate fluently in English and Spanish, verbally and in writing.
2. Familiar with Mexican/American, Migrant families cultures and lifestyles.
3. Proof of valid driver's license and current/adequate vehicle insurance coverage.

**PHYSICAL DEMANDS / WORK CONDITIONS**

1. Working conditions are a typical office environment. There are no special physical demands required to perform the work. The work area is adequately lighted, heated and ventilated.
2. Requires sitting, standing, bending, stooping and reaching with manual dexterity sufficient to operate standard office machines such as computers, fax machines, calculators, copy machines, telephone and other office equipment. May require lifting up to 40 pounds. Requires normal range of hearing and vision.
3. Requires the ability to travel by car, bus, train, air or other means of transportation as needed, providing own transportation as required.
4. Requires flexible schedule including days, nights and weekends as needed to accommodate program needs.

**ACKNOWLEDGEMENT**

1. This position description does not constitute a contract for employment.
2. Contents of this position description reflect the responsibilities, duties, and requirements at this time. Tri-Valley Opportunity Council, Inc. has the right to make changes at any time due to corporation and/or program needs.

I have read this position description, and understand the essential functions, minimum requirements and expectations of the position. I have had the opportunity to ask questions and attest that I can perform the essential functions of the position with or without reasonable accommodations.

Employee Name (print) \_\_\_\_\_

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