



**B. Database Maintenance and Entry**

1. Completes the provider update process for WLS database.
2. Provides input and maintenance of program databases, WLS.
3. Inputs Professional Development registration data in WLS database.
4. Verify the workshop registration form with data in WLS.
5. Compile reports as needed.

**C. Family Resource Center Support**

1. Responsible for greeting clients, answering phones, receipts payments, etc. in conjunction with the Family Resource Center Specialist.
2. Processes the mail including receipting monies received in the mail.
3. Must be able to open the facility at 8 a.m. (Monday-Friday) unless notified that the building is closed or on approved leave.
4. Responsible for learning DEPC Programs and Services in order to direct families to the appropriate resource.
5. Pull registration forms from workshop registration book at the end of business on the registration deadline date.
6. Enter Front Desk Sign In sheets in Excel spreadsheet for quarterly report.
7. Provides support for Parent referral/Family First surveys.

**D. Other Responsibilities**

1. Attends monthly CCR&R staff meetings, DEPC staff meetings and retreats (which may include an annual out of town retreat).
2. Processes checks from check run including FSR and PSA checks (twice a month)
3. Other duties as may be assigned by the CCR&R Program Managers, Program Director, Operations Director, and/or Executive Director

**EDUCATION:**

- AA degree or equivalent education and experience preferred.

**PHYSICAL REQUIREMENTS:**

- While performing this job the employee is:
  - Frequently required to sit; use hands to finger; handle or feel objects; tools or controls; reach with hands or arms
  - Periodically required to stand, walk, stoop or kneel
  - Occasionally required to lift up to 25 pounds
- Specific vision abilities required by this job include: close vision and the ability to adjust focus to operate the computer.
- The position also requires the ability to periodically work under time pressure.
- The position requires the ability to communicate verbally with people.