



Johnston-Lee-Harnett Community Action, Inc.

MAIN OFFICE

Phone 919-934-2145
Fax 919-934-6231
Post Office Drawer 711
1102 Massey Street
Smithfield, NC 27577

LEE COUNTY OFFICE

Phone 919-776-0746
Fax 919-774-1867
Post Office Box 1061
225 S. Steele Street
Sanford, NC 27330

HARNETT COUNTY OFFICE

Phone 910-814-8360
Fax 910-814-8362
Post Office Box 40
745 Shawtown Rd., Suite A
Lillington, NC 27546-0040

DATA ENTRY/ERSEA SPECIALIST

Hours: 7:30 am – 4:00 pm (12-month position)

Location: Johnston County

Johnston-Lee-Harnett Community Action, Inc. is seeking a Data Entry/ERSEA Specialist. The responsibilities will include:

POSITION SUMMARY

The Data Entry/ERSEA Specialist will provide data entry support to Education, Family Services, Parent Involvement, Health, Mental Health Nutrition and Disabilities as assigned in accordance with the Head Start Policies, Procedures and Performance Standards in order to offer quality services for children, families and staff through education, attitude and positive modeling with the respect for personal growth. Design, compose and type various correspondence, forms, graphics and reports; perform word processing and data entry. Develop and maintain spreadsheets. Operate computer equipment and create reports utilizing specialized databases. The work is performed under general supervision and is evaluated through observation, conferences, and written reports for conformance to policies and procedures and results achieved. This position also requires performing data entry for medical and dental information in accordance with State regulations and Head Start performance standards as well as work with agency partners to obtain data and reports.

POSITION QUALIFICATIONS

- Considerable knowledge of computers
- Knowledge of program goals, policies and procedures of the agency.
- Ability to express ideas clearly.
- At least graduation from high school, college preferred. Supplemental studies pursued in computer science, or related field.

Submit a completed application, resume and 3 letters of professional reference to:

Johnston-Lee-Harnett Community Action, Inc.

Human Resource Department

Attn: Ruby Bryant or Alisa Bizzell

Post Office Drawer 711

Smithfield NC 27577

Minimum Starting pay: \$35,274 year

AN EQUAL OPPORTUNITY EMPLOYER
UNITED WAY AGENCY