

## Job Description

Position: Program Support/Data Entry

Requirements: High School Diploma or Associates degree and computer knowledge of word and excel.

Function: Under the supervision of the parent PRO-PAT supervisor, the Program Support staff will provide assistance and support to all Parent Educators.

Duties:

1. Perform a variety of sorting and filing tasks.
2. Organize toys and materials
3. Maintain Inventory of toys and PAT materials
4. Work with program staff to ensure that all information entered in ETO is accurate and there is not missing information.
5. Maintain spreadsheets that can help PEs track the timelines for all evaluation forms.
6. Enter data in ETO
7. Help with group connections
8. Other duties as assigned by supervisor.

Trainings Required:

- Pre-service training and in-service wrap-around training requirements.
- HIPAA an Overview on-line Training
- OSDH HIPAA on-line Training
- ETO training

TO APPLY: Please send resume to [ocap@latinoagencyokc.org](mailto:ocap@latinoagencyokc.org) or mail it to 420 SW 10<sup>th</sup> OKC, OK 73109. Attention Parents as Teachers Program.

