



Office Assistant II - Compliance

Job Location: 201 RM Davis PKWY, Piqua, OH

Compensation: \$18.93 - \$19.69 Hourly

Required Ed/Experience: Associate's Degree in Office Administration, Business, or related field. Minimum of 2 years of experience in an office or administrative setting. CORS pays for educational advancement for motivated individuals.

Description: Assist with compliance under the direction of the Support Services Coordinator. Must be able to take initiative, work independently; communicate in a clear manner and provide guidance to staff as needed; have solid writing and communication skills, good organizational skills and ability to prioritize; complete work with short deadlines.

- Obtain and implement working knowledge of Ohio Department of Job and Family Services (ODJFS) Child Care Center Licensing Rules and forms, Department of Children and Youth (DCY), Step Up to Quality (SUTQ) Program Standards, Head Start Program Performance Standards including agency Head Start Service Plans, and attend training as needed to assist in ensuring compliance with licensing and SUTQ.
- Assist Support Services Coordinator in licensing, SUTQ compliance to ensure monthly and annual requirements are met with tracking of child incidents, fire inspections, playground inspections, and completed within required timelines.
- Assist Support Services Coordinator in monitoring of training hours of all Early Childhood Education staff compliant with SUTQ, licensing and Head Start professional development requirements.
- Assist Support Services Coordinator in assisting staff with education and training documentation uploads to OCCRRA and monitor to completion.
- Assist Support Services Coordinator in ensuring data in OCCRRA is accurate by entering and monitoring classroom teacher assignments, classroom hours of operation into the system, staff listed in OCCRRA is accurate with their role and dates of employment or position changes.
- Complete food monitoring reviews as assigned.
- Assist in preparation of counting out/bagging of recruitment items for stock and large assembly work orders in front office.
- Assist in coverage of front desk duties on rotating basis with co-workers.

Apply at www.corsp.org

All positions require a background check, drug test, and physical

Generous Leave/401(k)/Student Loan Forgiveness Eligibility/Paid Education/Affordable & Comprehensive Benefits/Caring Colleagues