



COUNCIL OF ATHABASCAN TRIBAL GOVERNMENTS

EDUCATION DEPARTMENT

P.O. BOX 397

FORT YUKON, ALASKA 99740

(907) 662-2587

"Protecting and enhancing our tribal members, communities & culture through self-governance"

TITLE: EHS DATA ENTRY COORDINATOR/FATHER INVOLVEMENT COORDINATOR

JOB SUMMARY

The Data Entry personnel are responsible to utilize effective record keeping and reporting systems needed to monitor the quality and delivery of program services within all content service areas of the Early Head Start Program; inclusive of Health, Nutrition, Family and Community, Child Development, Disabilities, Mental Health, Tracking, Ongoing Monitoring and Fiscal. The data management reports will document that the program is meeting its own requirements and other Federal, State and local laws.

The EHS Father involvement Program coordinator plans, and conducts father child playgroups, parenting education, and other activities designed to increase father involvement in family and community activities. The position involves recruiting community agencies and individuals as well as providing leadership in developing community- based initiatives to support the parenting the involvement of fathers/father figures for young children enrolled in Early Head Start.

MAJOR DUTIES AND RESPONSIBILITIES

IMPLEMENT PROGRAMS TO SUPPORT PARENT/CHILD LEARNING: Plan and facilitate interest-based activities and events for fathers/father figures and their children.

Use a Variety of tools to support the father/ father figure knowledge of the use of interest-based learning opportunities.

PROMOTE CATG EHS MISSION, VISION, and GOALS: Working with community partners to increase awareness, develop informal and formal resources to support father involvement, and assure access to full community participation for families with young children.

Represent CATG Early Head Start at publicity and recruiting events.

Contribute to publications and promotional documents to promote the community's knowledge of CATG Early Head Start fatherhood issues

Track Head Start/ Early Head Start family information for all content service areas.

Provide technical assistance related to Child Plus or Program's tracking system for all EHS staff.

Aggregate program data for use by Program Manager, Family Advocates and respective Community Partners in a timely manner.

Review family enrollment applications, other forms and determine eligibility for service based on established guidelines.

Maintain updated and correct enrollment lists, home visiting; eligibility lists, staffing lists and other information.

Manage Child Plus software database.

Troubleshoot and repair all software/ hardware problems with Child Plus.

Consult with the Child Plus organization to ensure the Early Head Start management team has proper software and hardware to effectively use the Child Plus system.

Assist the Program Manager in developing training plans for all staff that use Child Plus

Direct Staff regarding use of Child Plus computer program. Train staff on Child Plus changes/upgrades when applicable.

Ensure all information required for the federal Program Information Report (PIR) is maintained in a manner that will allow compilation of data by the end of the program year.

Compile and submit the PIR annually by the federal governments deadline.

Develop information systems to assess program progression in meeting federal performance standards and objective (via Child Plus data reports).

Request child/family/staff information as needed from appropriate EHS staff for entry into the Child Plus system to ensure quality maintenance.

Enter and/or verify data as needed with emphasis on speed and accuracy.

Reconcile Child Plus data to individual Child/Family files to ensure all information is updated and accurate.

Present Child Plus reports to Program Manager and Policy Council as necessary.

Other duties as assigned.

KNOWLEDGE AND SKILLS

Knowledge of positive parenting, capacity building, child health and wellness issues and issues related to fatherhood and fathering.

Knowledge of philosophical approach aligned with a promotional, asset- based, and interest-based learning model.

Knowledge of program policies, rules, regulations, and procedures for organizational personnel, and the general public.

Knowledge of the Early Head Start Performance Standards and regulations for Head Start programs

Skill to possess the ability to understand and relate well to others.

Skill in effective written and oral communication.

Skill to analyze problem areas of work and recommend solutions to supervisor.

Skill to establish and maintain effective working relationships with staff and other members of the organization.

MINIMUM EDUCATION QUALIFICATION

Associate Degree in related field as described in job description.

MINIMUM EXPERIENCE QUALIFICATION

Non-supervisory- Two (2) years' experience in data entry and one (1) year performing general duties as described in this job description. An equivalent combination and/or training may be substituted for experience.

ADDITIONAL REQUIREMENTS

Demonstrated ability to interact with the Native and non- Native community

Must be able to work with Alaska Native people and cultures in rural environments.

Must be able to operate within a framework of pertinent federal, state, and other applicable laws, rules, regulations, and guidelines.

Prior to employment, must have:

- Physical examination and current negative TB clearance
- Three letters of recommendation
- Criminal records search release

- Health history

OTHER

Drug testing under the authority of P.L. 93-638

Under the authority of P.L. 93-638, Indian Preference shall be given to the application that meets the minimum qualifications.

Under the authority of P.L. 101-630, a Character Investigation is required for anyone in a position, which may have contact with children.

As a Federal Contractor, CATG is required to show compliance with the Drug Free workplace act of 1988. CATG has initiated the maintains a Drug and Alcohol Testing Policy, which includes pre-employment testing thereafter

Title:	Data Entry Coordinator/Father Involvement Coordinator
Location:	Fort Yukon, Alaska
Supervision:	EHS Director
Classification:	Regular Part-time w/Benefits
Salary:	DOE
FLSA:	Non-Exempt
Approved Date:	June 15, 2026
Position Closes:	July 1, 2026
Contact:	Human Resources, employment@catg.org 907-662-7534