



## Hispanic Unity of Florida, Inc.

**Job Title:** Program Assistant- Databases Support & Quality Assurance Specialist

**Reports To:** Youth FORCE Program Manager

**Classification:** Non- Exempt Full-Time Employee

**Schedule:** Monday to Friday; 8:00am-5:00pm Some weekends/after-hours may be required (advance notice).

**Date Released:** February 2025

### CHANGE LIVES AND MAKE A DIFFERENCE!

At Hispanic Unity of Florida (HUF), we change lives every single day – in small and big ways. If you want to join an exceptional organization that works tirelessly to ensure that everyone is empowered to live their American dream, please continue reading.

It is imperative that all applicants share in the HUF values as it serves as the foundation for how we treat each other, our clients, our funders, and everyone we come in contact with. Those values include but are not limited to: *Integrity, transparency, respect, dignity, accountability, diversity, and cultural awareness, commitment to excellence, collaboration and teamwork.*

#### Summary:

The Program Assistant will be responsible for providing administrative support to the Unity 4Teens (U4T) Programs. The Program Assistant will directly support the areas of Databases, accuracy of attendance and case management units as well as to ensure compliance of Before and After School Child Care (BASCC) quality at each school site. The Program Assistant will provide support to the U4T Program Manager and Grant Operations Manager as outlined below.

#### Essential Duties and Responsibilities:

- Consistently monitors all safety aspects required by BASCC (Quality Performance Assessment) while ensuring compliance of BASCC quality at each school site. Monitor that school sites are applying safety practices according to BASCC. Confirm that evacuation maps, drills, meetings and other documents are uploaded to the PDMS system for each site.
- Monthly on-site site visits to review BASCC Standards Needs Assessment, assess and report any concerns/findings to Program Manager.
- Tracks the accuracy of the attendance sheets, maintaining up-to-date tracking of program lists at all YF schools. Specifically, leads accuracy of Success Coaches' case management units, and student attendance units in the program's database system.
- Generates attendance and units reports through approved HUF-platforms, including but not limited to, CSC SAMIS system, Web Author, JotForm, and designated folder in HUF's network, by set deadlines.
- Submits accurate weekly attendance reports of all schools within set deadlines for required approvals.
- Travel to school sites to pick up and/or deliver program materials, supplies, program-related documentation and the delivery of client incentives.
- Follow up on programmatic requests.
- Monitor and perform quality control of Positive Youth Development Inventory (PYDI) scores. Ensure they are entered on timely basis as required by contract.
- Assist & conduct quality control of the Life Choice Survey. Ensure survey information is entered on a timely basis as required by contract.
- Responsible for retrieving DJJ face sheet reports as required by contract directly from participants and follow-up with parents as needed.

- Assist with printing all documents needed by success coaches such as daily logs, Individual Service Plans (ISP), parent handbooks, and flyers. Perform duties, such as purchasing, copying, scanning, and filing as needed.
- Perform other duties as assigned.

**Qualifications:**

- A minimum of an associate degree in business or related field. A High school diploma will be considered with a minimum of three years of administrative support experience, good written and verbal communication skills, strong organizational skills, attention to detail, computer proficiency (specifically with Excel) and the ability to work independently. Ability to travel independently with possession of a driver's license and insurance policy. Some weekends and after hours may be required (will be notified).

**Working Environment:**

The work for this position may be done from a remote location as well as in the office. The office is conditioned for the individual to perform the duties required in a private and confidential setting. The remote office should be held to the same private and confidential standards. The person must be able to travel back and forth from HUF locations and home as needed.

Employees who are eligible to work hybrid are responsible for adhering to the agreed upon schedule dictated by their immediate supervisor.

**Physical Requirements:**

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

*Hispanic Unity of Florida, Inc. is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.*

I have read my job description and understand my responsibilities.

Employees Signature \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

**This job description does not alter your "at-will" status. It is not an employee agreement or contract. Management has the right to alter this job description at any time with or without notice. Employee understands that other tasks or duties may be added or assigned from time to time, at the discretion of the administration.**