



Hispanic Unity of Florida

Job Title: Program Assistant- Data Entry & School Site Assistant
Reports To: Youth FORCE Program Manager
Classification: Non- Exempt Full-Time Employee
Schedule: Monday to Friday; 8:00am-5:00pm
Some weekends and after hours may be required with 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 and responsible for maintaining multiple database systems for multiple school sites and funders. The Program Assistant will directly support the areas of databases, registration, and accuracy of schools' master lists. The Program Assistant will provide support to U4T Program Manager and Grant Operations Manager as outlined below.

Essential Duties and Responsibilities:

- Monitors all student registrations into PDMS database, ensures all program participating families have a completed and accurate registration on file in server and in HUF-authorized locations; this includes but is not limited to, all signed consents in PDMS registration form.
- Creates youth cases in the SAMIS database, ensure all required information is uploaded in designated system within set deadlines.
- Creates and maintains master lists updated with accurate youth and family information.
- Closes cases in both PDMS and SAMIS databases.
- Maintains student files and related records up-to-date and provides them to school sites in a timely manner.
- Secures medical rosters including student medical/special needs information are in restricted and authorized location.
- Creates badges for registered students, as needed.
- Regularly monitors each school's documents required by Children's Services Council (CSC), such as group notes, schedules, pictures, etc. and provides guidance and quality assurance of all school documents.
- Monitors school site schedules and makes regularly (no less than, monthly) visits to school sites to ensure schedules are being followed accordingly per CSC requirements and documentation.
- Documents any areas of improvement on schedules, group notes, teacher-youth interactions, among others and utilizes the CSC audit tool to report to the Program Manager.
- Collects accurate documentation for all school staff and creates staff files to be distributed to each school site.
- As lead, maintains employee files up to date as HR and CSC requires, collects & secure during the onboarding process, regularly monitors mandates for tracking expirations and tracks renewals/compliance.

- Reports changes in school and HUF staff to Programs Operation Specialist.
- Reports and proposes solutions/improvements for any program issues with Program Manager.
- Assists with printing all documents needed by success coaches including, but not limited to, daily logs, Individual Service Plans (ISP), parent handbooks, and flyers.
- Copies, scans, and files as needed.
- Travel to school sites to pick up and/or deliver program materials, supplies, and program related documentation / shopping-purchasing (as required).
- Follow up on programmatic requests on a timely basis.
- Perform other duties assigned.

Daily – Duties & Responsibilities

- Downloads registrations from PDMS – save on designated system (PDF form)
- Assists parents/families with registration.
- Creates registrations in master lists ensuring all fields are complete.
- Calls parents with any questions about missing student/family information and/or documentation.
- Secures Individual Education Plan (IEP) or Section 504 Plan from parent and gets Program Manager's approval when applicable.
- Provides parents with registration confirmation numbers to e-sign PDMS registration.
- 'Activates' and 'Groups' students by grade in PDMS.
- Enters youth's and family's information in Master Lists
- Ensures correct spelling of names and grades are recorded in PDMS, master lists and SAMIS
- Closes out cases in PDMS and SAMIS with correct closure reasons provided by success coach.

Weekly – Duties & Responsibilities

- Downloads attendance report from PDMS from each school site, places in master list, and reports any deficiencies immediately to supervisor or designee.

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 current Florida driver's license and insurance policy.

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.

Supervisor's Signature _____ Date: 3/13/2025 _____

Title: _____

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