Job Title: Program Assistant – Data Entry
Reports To: Program Manager
Classification: Non-Exempt Full-Time Employee
Dated Released: July 2022

Summary:
The Program Assistant will be responsible for providing, administrative and financial support to the Unity 4Teens (U4T) integrated 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 attendance and case management units. The Program Assistant will provide support to U4T Program Manager and Grant Operations Manager.

Essential Duties and Responsibilities:

- Responsible for entering all student registrations into PDMS database.
- Responsible for creating youth cases in the SAMIS database.
- Responsible for maintaining Master Lists updated and with youth and family accurate information.
- Responsible for closing cases in the PDMS database.
- Create Medical Rosters: Student medical/special needs information from registration.
  - At the beginning of the School Year (SY).
    - Responsible for youth registration in the appropriate system as well as needed timely follow ups with families for completion of the process.
    - Confirm that evacuation maps are uploaded in PDMS system for each site.
  - Daily
    - Review registrations in PDMS ensuring all fields needing to be filled out are complete.
    - Call parents with any questions to missing information and/or documentation
    - If student has IEP or 504 request report from parent
    - Provide parents with registration confirmation number so they can sign PDMS registration
    - ‘Activate’ and ‘Group’ students by grade in PDMS
    - Enter youth’s and family’s information in Master Lists
    - Ensure correct spelling of names and grades are recorded in PDMS, Master Lists and SAMIS
    - Close out cases in PDMS with correct closure reasons provided by success coach.
    - Ensure closure of cases agrees with the CSC SAMIS System.
  - Weekly
    - Download Attendance Report from PDMS from each school site and place in server
    - Verify and confirm attendance units in SAMIS are correct
    - Verify and confirm case management units in SAMIS are correct
    - Report any unit deficiencies to Program Manager
As needed

- Responsible for traveling to school sites to pick-up and/or deliver program materials, supplies, and program related documentation (if needed).
- Responsible for ensuring all program participating families have a completed and accurate registration on file in server.
- Responsible for ensuring all consent forms received through Qualtrics are saved in server.
- Responsible for following-up on programmatic requests on a timely basis.
- Perform clerical duties, such as, copying, faxing, scanning, and filing as needed.
- Performs other duties assigned by Senior Program Manager.
- Create and send emails to collect necessary backup information for registrations

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 license and insurance policy.

Hispanic Unity of Florida 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 encourages 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: _______________________

Manager’s Signature____________________________ Date: _______________________

“This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice”. 