

HONOLULU COMMUNITY ACTION PROGRAM, INC.

POSITION DESCRIPTION

POSITION TITLE : PROGRAM AIDE

PROGRAM : Head Start

SALARY RANGE : 5

FLSA STATUS : Non-exempt

REPORT TO : Director of Information Services

INTRODUCTION

The Program Aide is responsible for filing, scanning documents, inputting data, and reviewing and processing CACFP documentation.

CORE COMPETENCIES

1. Communication - Must be able to communicate and work effectively with people of diverse social, economic and racial backgrounds. Must have the ability to read and write English at a high school level.
2. Teamwork – Has the ability and desire to work cooperatively with others on a team and as appropriate as a team leader. Demonstrates interest, skill, and success in getting groups to learn to work together.
3. Problem Solving – Has the ability to systematically identify and define a problem, determine the cause of the problem, identify, prioritize and select alternatives for a solution, and implement a “best fit” solution.
4. Build Collaborative Relationships/Teamwork – Develops and maintains win/win relationships and partnerships. The ability to develop, maintain, and strengthen partnerships with others inside or outside the organization who can provide information, assistance, and support.
5. Decision Making/Problem Solving/Analytical Ability – Able to make difficult and appropriate decisions in a timely manner.
6. Self-Development – Has the ability to demonstrate self-initiative and motivation for continuous learning, personal development, and personal growth.

ESSENTIAL POSITION & RESPONSIBILITIES includes the following:

- Setup, file, and maintain clients’ records accurately and in a timely manner;
- Organize, maintain, and upkeep the main filing room;
- Input and scan clients’ data into the management information system;

- Input and scan staff data into the management information system;
- Review CACFP sign-in/sign-out paperwork on a weekly and/or monthly basis;
- Compile CACFP purchase and reimbursement meals count on a weekly and/or monthly basis;
- Generate CACFP reports on a weekly and/or monthly basis; and
- Perform other related duties as assigned or required.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION

High school diploma or equivalent.

EXPERIENCE

Office Technology Certificate preferred. A minimum of one year general clerical experience and must be computer literate in MS Office and data processing.

PHYSICAL DEMANDS/WORKING CONDITIONS

	Never/ Rarely	At Times	Often/ Constant
Work Locations : indoors			X
Work Locations : outdoors	X		
Work Locations : sitting			X
Walking/standing		X	
Bending/crouching/reaching, etc		X	
Lifting/carrying - light (up to 10 lbs)		X	
- medium (11 to 20 lbs)		X	
- heavy (over 20 lbs)	X		
Contact with hazardous materials	X		
Dust, smoke, odors, noise, etc	X		
Travel - inter-island	X		
Travel - long distance (mainland, international)	X		
Use standard office equipment (including PC keyboard)			X

CERTIFICATES, LICENSES, REGISTRATIONS:

- Must have a valid driver's license and automobile that is properly licensed/insured.
- Must furnish proof of State of Hawaii "Criminal History Record Clearance" and FBI fingerprint check for Head Start Program.

REQUIRED SKILLS, KNOWLEDGE & ABILITIES:

- Able to maintain a high level of confidentiality.
- Must be detail orientated and accurate.
- Must be able to read, write, and speak in standard English.
- Able to accept supervision and work with staff and community social services providers cooperatively.
- Able to work alone and as part of a team.
- Ability to operate a personal computer, printer, and copier.
- Must be able to communicate and work effectively with people of diverse social, economic, and racial backgrounds.
- Must possess the ability to work well with others in a team environment and in a courteous and efficient manner.

DESIRED SKILLS, KNOWLEDGE & ABILITIES:

- Knowledge of Microsoft Office products.
- Knowledge of the use of standard office machines and equipment.