

## **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.