



Houston Area Women's Center

Reporting Assistant

Department: Compliance

FLSA Status: Non-Exempt

Work Schedule: Monday - Friday,
9 a.m. - 6 p.m. (1 hr lunch)

Job Status: Full Time

Reports To: Manager, Grant Compliance
and Reporting

Amount of Travel Required: None

Positions Supervised: None

POSITION SUMMARY

Supports the daily management and implementation of agency's grant reporting by inputting client data into the client database, meeting reporting deadlines and maintaining client files in accordance with compliance guidelines

DUTIES AND RESPONSIBILITIES

- Enter assigned data with proficiency, accuracy and timeliness.
- Use check list to ensure each file has complete documentation.
- Ensure client ID assigned by agency database is entered on client form.
- Maintain client files according to department, agency and grantor requirements.
- Review files, records, and other documents to obtain information to respond to requests.
- Compile, copy, sort, and file records.
- Purge files in accordance with agency policies and procedures.
- Ensure appropriate and timely communication with supervisor and co-workers regarding non-compliance documentation, database issues and any other data entry issues.
- Communicate with employees, and/or other individuals to answer questions, disseminate or explain information, and address issues, as appropriate.

POSITION QUALIFICATIONS

SKILLS & ABILITIES

Education: High School Graduate or General Education Degree (GED)

Experience: One year related experience

Computer Skills:

- Working knowledge of Microsoft Office - Word, Access, and Excel
- Data entry proficiency

Certificates & Licenses: None required

COMPETENCIES

- Accountability - Ability to accept responsibility and account for his/her actions.
- Accuracy - Ability to perform work accurately and thoroughly.
- Adaptability - Ability to adapt to change in the workplace.
- Communication - Ability to communicate effectively with others using the spoken word; ability to communicate in writing clearly and concisely.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.
- Reliability - The trait of being dependable and trustworthy.
- Responsible - Ability to be held accountable or answerable for one's conduct.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines

Other Requirements:

- 1) Understanding and sensitivity toward the issues of domestic violence, sexual assault and the purpose and philosophy of the Direct Services Program.
- 2) Ability to function effectively in a crisis center with emergency situations.
- 3) Awareness of the importance of volunteerism and its contribution to social service agencies.

PHYSICAL DEMANDS

- 1) Although most duties can be accomplished from a seated position with occasional walking and standing, the incumbent may need to squat or bend, reach outward or upward to effectively discharge job duties.
- 2) Job incumbent must be able to lift/carry and/or push/pull up to 40 lbs.

WORK ENVIRONMENT:

MISSION OF THE HOUSTON AREA WOMEN'S CENTER: The Houston Area Women's Center helps individuals affected by domestic and sexual violence in their efforts to move their lives forward. We provide shelter, counseling and advocacy to support them in building lives free from the effects of violence. We seek social change to end domestic and sexual violence through community awareness and education. Our services are confidential and available to everyone.

The primary work location for the incumbent in this position is at the agency's education and administration building.

ESSENTIAL FUNCTION STATEMENT:

The Houston Area Women's Center has reviewed this job description to ensure that essential functions are included with the duties and responsibilities. To perform this job successfully, an individual must be able to perform the essential duties satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

REVIEW AND APPROVAL:

This job description is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the agency reserves the right to change this job description and/or assign tasks for the employee to perform, as the agency may deem appropriate.

Prepared by: _____ Date: _____

Employee Signature: _____ Date: _____