**Position Title: UWCF Community Wellness Quality Assurance Monitor and Reporter**

|  |  |
| --- | --- |
| **Department: Community Impact** | **FLSA Classification: Non-Exempt/Hourly** |
| **Location:** **UWCF Main Office** | **EEO Classification: Professional** |
| **Supervisor: Chief Operating Officer (COO)** | **Status:** **Temporary/ Full Time** |

**Summary:** To provide reporting assistance, monitoring oversight, management, review of files and documentation held on location by sub-recipients under the UWCF Community Wellness Initiative for behavioral health and early intervention health services.

**Essential Skills, Duties and Responsibilities**:

* Self-motivation, determination and confidence
* Meticulous attention to detail
* A strong aptitude for math
* Excellent problem-solving skills
* Ability to work to deadlines, under pressure
* Ability to work on your own initiative and as part of a team
* Strong IT skills- Proficient in database management, Word, Excel, SharePoint.
* Excellent interpersonal and communication skills, including good presentation and report writing skills.
* To document all time spent in training, auditing and related activities.

**Key Responsibility Area:**

* To perform regularly scheduled on-site monitoring of sub-recipient files, to ensure compliance under the UWCF Community Wellness Initiative which provides Polk County Board of County Commissioners (BoCC) funding for services related to behavioral health and/or early intervention health services. Maintain record of findings and provide reporting to COO.
* To monitor monthly submission of required data from sub-recipients relating to services rendered and provide scheduled monthly reporting of data to assigned internal Staff for reporting to BoCC.
* Provide monitoring of sub-recipients’ year-to-date payments versus expenditures for review with COO and generate monthly invoice to UWCF Finance for the generation of payment.
* To provide support of all-encompassing data related to the Community Wellness Program to provide timely Monitoring and Reporting efforts and monthly submissions to BoCC and UWCF Management.
* Other related duties deemed necessary to accomplish the goals of the initiative or as assigned by COO.

**Education/Training/Experience:**

AA degree or higher preferred. 5 years of progressive experience with office and project management, data collection, public speaking/presentations; organizational skills a priority. Proficient computer experience including Microsoft Office applications, particularly; WORD and EXCEL. Previous experience with SharePoint environment desired.

**Physical Demands:**

Moderate physical activity performing somewhat strenuous daily activities of a primarily administrative nature. Includes sitting and/or standing for extended periods of time with the ability to lift up-to 25 lbs. Manual dexterity sufficient to reach/handle items, works with the fingers and perceives attributes of objects and materials.

**Travel Demands:** Must have reliable transportation and ability to travel to worksites.

**Disaster Response:** Every United Way of Central Florida employee is a disaster response worker and is expected to work any time when the Polk County Emergency Support Function (ESF) is activated. It is expected that all employees will work in their disaster response roles as assigned after they have assessed the welfare of their families and the safety of their own surroundings.

**PREPARED BY:** Rod Crowley **DATE: May 31, 2023**