**Position Title: UWCF Community Wellness Program Reviewer**

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| **Department: Community Impact** | FLSA Classification: Non-Exempt/Hourly |
| **Location:** UWCF, Highland City | **EEO Classification: Professional** |
| **Supervisor: Director of Community Wellness** | Status: Temporary / Full Time |

**Summary:** To provide reporting assistance, management, review of files and documentation received from sub-recipients under the UWCF Community Wellness Initiative for behavioral health and prevention/early intervention health services.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned to meet business needs.

* Request supporting documentation from partners and perform reviews 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 report monitoring challenges, and concerns directly to Director of Community Wellness
* Review submission of required data from sub-recipients relating to services rendered and provide reporting of data to assigned internal Staff for reporting to BoCC
* Perform reviews of agency submitted invoices and reports for accuracy of counts and expenditures as stated within the scope of the agency’s RFP
* Assist with initial RFP application review to include programs, services, budgets and financials
* Review fee-for-free invoices, expenditure reports, MOU’s and any additional forms and/or documents for accuracy of detail
* Have in-depth knowledge of partner agency programs
* Meet regularly with supervisor and the Community Wellness team to ensure effective communication and consistency in overall strategies
* Provide support to partner agencies
* Responsible for analysis and evaluation of reported YTD (year-to-date) data
* Perform other duties as assigned

**Qualifications/Requirements:**

* Self-motivation, determination and confidence
* Meticulous attention to detail/Analytical Skills
* A strong aptitude for math
* Excellent problem-solving skills
* Ability to meet 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, reviewing and related activities.

**Education/Training/Experience:**

AA degree or higher preferred. 2 years of progressive experience with office and project management, data collection, oral and written communication skills; 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 program sites.

**Disaster Response:**

Every United Way of Central Florida employee is a disaster response worker and is expected to work any time when the Emergency Support Function (ESF 15) is activated after they have assessed the welfare of their families and the safety of their own surroundings. It is expected that all employees will work in their disaster response roles as assigned, which could include areas outside of the UWCF tri-county area.