



## **Database Administrator Job Description (DA)**

### *Approval of New Volunteer Applicants*

1. Review Volunteer database for new volunteers.
  - a. If Team Leader:
    - i. Background check form received?
      1. If yes, check box in database for received status
        - a. Submit form to agency
      2. If no, volunteer status remains unapproved.
    - ii. If background form shows acceptable history – move volunteer to “approved” status.
      1. If unacceptable history, check unapproved box and contact H.O.N.O.R. President to follow up with potential Volunteer as to status and reason.
  - b. If Team Member:
    - i. Review information if complete Move to “approved” status in database.
      1. If not complete contact WC to ascertain missing information.

### *Process and Approval of Elder Request*

1. Review database for new request entered by Request Processor twice weekly.
2. Contact elder for the details of request.
  - a. Leave message that 2 additional calls will be made in order to make contact.
    - i. If no contact made within 3 attempts elder request will be removed from database.
  - b. Enter elder information and requested work into database
    - i. If elder request is within the scope of H.O.N.O.R., request marked “approved” in database.

- ii. If elder request is outside scope of H.O.N.O.R., request marked “denied” in database.
      1. Refer to other agency and enter agency name in database if applicable.
  3. If Work Coordinator is contacted by Team Leader upon viewing the job and determines that the job is outside the scope of H.O.N.O.R. then Work Coordinator will contact Database Administrator to mark database with request denial.

### *Work Order Receipt Processing*

1. Receive work order from Team Leader.
2. Verify information is complete.
  - a. If yes, enter volunteer hours and materials used into database
  - b. If no, contact Volunteer Coordinator for missing information
3. File one copy in home office file
4. Forward yellow copy to Finance along with receipts