

MID CENTRAL COMMUNITY ACTION, INC.
JOB DESCRIPTION

Job Title: Date Entry Clerk-CDV

Position Level: 2, part-time, hourly, non-exempt

Supervision Received: Data Manager-CDV

Supervision Given: None

Job Summary: Responsible for all program service data entry; maintain total record confidentiality

General Job Duties:

- Enter all applicable information into the INFONET data base
- Enter all applicable information into other data bases created for CDV programming / services
- Create a data entry operating procedures manual and update as needed
- Perform procedures as outlined in the manual
- Provide cross training on data entry procedures to designated staff
- Receive cross training on quality assurance and data retrieval procedures
- Ensure shelter phone logs have completed self-check quality assurance by staff prior to completing data entry
- Complete daily self-check on data entry
- Serve as the liaison for program and office supplies
- Tabulate surveys for all components on an ongoing basis
- Complete file maintenance review on a monthly basis
- Assist with the close and shred file project per funder timeline requirements
- Assist with completing client and abuser list updates on a weekly basis
- Assist with ensuring staff compliance with technology safety regarding client case notes
- Maintain confidentiality of all client information
- Participate in team meetings as designated
- Attend INFONET state meetings / trainings as designated
- Assist with public awareness activities and community presentations
- Participate in the Appreciative Inquiry Process & adhere to Gossip Free Zone

Job Qualifications:

- Dedication and commitment to victims/survivors of domestic violence
- Bachelor's Degree in related field (preferred)
- INFONET data system experience (preferred)
- Related computer systems experience (required)
- Ability to demonstrate effective written and verbal communication skills
- Ability to handle stressful, crisis situations
- Ability to utilize sound judgment and problem solving skills
- Ability to utilize multi-tasking and organizational skills
- Ability to attend to detail and demonstrate technical & organizational skills
- Ability to enter data accurately and efficiently
- Ability to work in a team environment
- Insured and reliable transportation and valid driver's license
- Working home telephone or cell phone

This job description is not intended to be all-inclusive. The employee will also perform other related duties as designated by the Director of CDV Programs or immediate Supervisor.