



Job Description Data Entry Specialist

Position Title: Data Entry Specialist

Reports To: Data Administrator

Classification: Non-Exempt

Category: Full time

Summary

The Data Entry Specialist (DES) will work with the Data Administrator and Data Analyst along with program leadership to support the data needs of various Flood programs. The DES will enter program and staff performances through the Flood Data Base and HMIS Systems.

Responsibilities

The following reflects essential functions for this job but does not restrict the tasks that may be assigned.

- Enter assessment and service data as needed to support program staff.
- Assure contract compliance, records management, and client aggregate data needed for program invoicing.
- Follow document data management policies and procedures.
- Perform other tasks and special projects as required.

Skills and Abilities

- Demonstrated ability to use computers and high proficiency in Microsoft Office software, especially Excel.
- Project a professional demeanor and possesses excellent written and oral communication skills, interpersonal skills, and ability to work both individually and as part of a team.
- Capability to work in a fast paced, professional environment.
- Must maintain and manage confidential information including Personal Identifiable Information.

Required Qualifications

- Employment Eligibility Verification, reliable transportation, successful completion of background screening.

- Computer literacy required. Must be proficient in Internet research, Word, Excel and database programs and be willing to learn other applications. Experience with Homeless Management Information Systems (HMIS) is highly desirable.
- Strong organizational skills, including effective time management and the ability to make decisions independently and in collaboration with staff across your region and external partners.
- Demonstrated ability to pay close attention to detail, and work under deadlines by multi-tasking and appropriately prioritizing while maintaining flexibility.
- Associates Degree preferred.
- Must have Valid CA Driver's License, proof of insurance coverage, and must be able to qualify for Flood auto insurance coverage.

Job Demands

Work Environment

The employee may be in contact with individuals and families in crisis who may be ill, using alcohol and drugs, and who may not be attentive to basic personal hygiene, health and safety practices. The employee may experience a number of unpleasant sensory demands associated with the participant's use of alcohol and drugs, and lack of personal hygiene. The employee must be ready to respond quickly and effectively to many types of situations, including crisis situations and potentially hostile situations. The noise level in the work environment is usually moderate in an office setting. Sometimes work may become stressful when working under pressure.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand, sit, walk, stoop, talk, hear, reach above and below shoulders; use hand and finger dexterity, keyboarding and making and receiving telephone calls. The employee may be required on occasion to lift and or carry up to 20 lbs.

Equal Employment Opportunity (EEO)

Flood provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Flood complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has

facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.