

**INTERNAL JOB POSTING**

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| **Date Posted: 11/06/2020** | **Date Expires: 11/13/2020** |
| **Position title: Data Entry Assistant** | **Reports to: Co-Directors case management** |
| **Department: Case Management** | **Status:** |
| **Position type: Sr. Staff** | **Relevant work experience:** |

**Position summary:** The Case Management Data Entry Assistantis primarily responsible for supporting the BSCC Housing grant with the Housing Case Manager. Secondarily, this Assistant will support the Case Management Team in entering participant information, program services for the purposes of grant reporting, and keeping multiple databases updated. The Data Entry Assistant communicates directly with Case Managers to assess needs and obtain data entry tasks. In addition, the Data Entry Assistant will work with the Research and Data Manager for data accuracy and database training, as needed.

**Essential Duties:**

* Assist in the BSCC Rental Assistance grant including tracking all rental assistance support in the areas of short-term emergency housing, permanent supportive housing, rent assistance, stipends to families, move in costs, credit repair, and coverage of back rent
* Help coordinate BSCC rental assistance funding with other grant resources at HBI
* Track housing status of trainees throughout their 18-month program in locations such as homeless shelters/transitional housing, transitional living homes, sober living facilities, residential treatment, Section 8, and permanent housing
* Transfer data from paper formats into computer files or database systems
* Verify data by comparing it to source documents
* Update existing multiple databases as needed
* Retrieve data from the database or electronic files as requested
* Sort and organize paperwork after entering data to ensure it is not lost
* Communicate with case managers to discuss and understand data entry needs
* Maintains confidential information regarding participants
* Work with the Research and Data Manager to understand the need for accurate data and receive training as needed
* Other duties as assigned

**Qualifications and Experience:**

* B.A., preferably in Administration of Justice, Social Work, or Psychology
* Valid Driver’s License
* Mission driven person with strong work ethic; challenge seeker and problem solver; able to act and react as necessary, even if limited information is available
* Experience working with individuals of diverse ethnic backgrounds
* Fast typing skills
* Advanced knowledge of Microsoft Outlook, Word, Excel, FileMaker Pro, and other standard computer applications
* Working knowledge of office equipment and computer hardware and peripheral devices
* Basic understanding of databases,
* Excellent communication, organizational, and writing skills
* Teamwork and time management
* Great attention to detail

**If you are interested in applying for this position, please complete the internal application form and submit to Human Resources along with a copy of your resume.**