CADCOM

JOB DESCRIPTION   rev: 8/21

Title of Position:	Immediate Supervisor:	Status:	Starting Salary Range:
Data Entry Specialist	Deputy Director	Full-Time Temp	$15-$17/hr.

DESCRIPTION

The Data Entry Specialist will be primarily responsible for assisting with entering all client information using various client-tracking systems. These duties include but are not limited to:

SPECIFIC DUTIES and RESPONSIBILITIES:

A. Provide intake, assessment and data entry for all client applications in the Outcome Results System (ORS) & CLARITY.

B. Assist in client tracking for all clients requesting assistance using various client-tracking systems.

C. Ensure the confidential maintenance and safekeeping of all related documents.

D. Maintain the files for the all CADCOM Programs and Services.

E. Assist with the administration of a comprehensive information and referral system for clients on available resources.

F. Assist in effective follow-up procedure for clients in our comprehensive case management system, including referral clients.

G. Maintain a working knowledge of Primary Human Services Providers in the County.

H. Assist with marketing, promoting and recruiting for the Emergency Rent & Utilities Assistance (ERUC) programs as well as other CADCOM services.

I. Assist with the completion of monthly reports of all community services activities.

J. Assist in providing Quality Assurance for all CADCOM Programs and Services

K. Represent CACDOM at meetings and functions as needed.

L. Attend training workshops and conferences to enhance skills.

M. Provide assistance in various departments including but not limited to Emergency Rental & Utility Assistance, Housing Assistance, Fatherhood Empowerment, Micro-Enterprise and Asset Development as needed.

MINIMUM QUALIFICATIONS:

1. Possess an Associate's Degree or High School Diploma/GED with 2-4 years' experience in Data Entry
2. Ability to work well with people from different cultural and socioeconomic backgrounds
3. Good communication skills both oral and written.
4. Be creative, innovative and well organized.
5. Ability to work with Microsoft Office and database software.
6. Ability to type a minimum of 40 words per minute.