

**Center Against Sexual and Family Violence
Job Description**

Title: Data Entry Coordinator
Supervisor: Director of Administration
Status: Non-Exempt

Scope of Duties:

Responsible for the OSNIUM Database to include: data entry, database maintenance, report and query generation of monthly reports, assist in closing of client files, generate statistical reports. Responsible for the HMIS database. Responsible for updating Shelter Census on a daily basis. Maintain accurate documentation and records in accordance with the Texas Department of Human Services and CAFV policies and procedures.

This is a non-exempt, Full-time position which requires the approval of the Director of Administration for work in excess of 40 hours in a work week.

Essential Job Functions:

1. Read and interpret source documents
2. Enter data from source documents in a timely manner
3. Enter data for extend periods of time and maintain a 98% accuracy rating on alpha/numeric mix.
4. Respond immediately to telephone calls and provide information regarding the Centers' services and programs in an educational manner.
5. Maintain and update OSNIUM program and database.
6. Collect and log source documents/data from staff, volunteers, and interns.
7. Generate custom reports as needed.
8. Review and compare client's files for errors.
9. Enter data into the HMIS database in a secure and anonymous manner if necessary.
10. Backup to the administrative assistant with front office duties.
11. Update Staff funding in OSNIUM database as needed.
12. Train and assist all Staff, Interns, and Volunteers on proper data reporting as it pertains to their positions.
13. Create and maintain a current training curriculum for data reporting.
14. Spot check all databases for accuracy as it pertains to the client files on a monthly basis.
15. Be a positive team member
16. Other duties as assigned.

Other Duties:

1. Increase the Center's visibility in the community by attending assigned meetings and participating on behalf of the agency.
2. Represent the agency in a positive manner at all times.
3. Respect clients at all times.

Minimum Qualifications:

Training and Experience:

High school degree. Associates Degree and/or college hours in database operations preferred. Strong computer proficiency in MS Office applications. Must have advanced skills in MS Excel and Access. Demonstrate emotional stability, positive attitude, patience, assertiveness and good oral and written communications skills. Able to work flexible hours and weekends. Bilingual English/Spanish. Must have own transportation, valid Texas driver's license and current insurance.

This job description should not be construed to imply that these requirements are the only duties, responsibilities and qualifications for this job. Incumbent may be required to follow any additional instructions, acquire related job skills, and perform related work.

I have read and understood the Data Entry Coordinator job description and am able to perform the functions described.

Signature: _____ Date: _____