

Data Entry Coordinator (DEC)

Position Summary:

The Data Entry Coordinator ensures that the data and surrounding processes driving assigned program data remains accurate and efficient. This position provides customer service and is a major point person concerning data reports, data flow, discrepancies, aggregation and client files.

Essential Duties and Responsibilities:

Intake and Data Processing

- Coordinate and complete the screening process for new client entries.
- Enter information into corresponding client files and file maintenance.
- Communicate and Coordinate with staff as needed to ensure data updates managed and monitored effectively.

Training and Support

- Provide individual support/assistance to all staff to ensure processes and procedures are followed effectively.
- Prepare for and conduct file audits.
- Participate in quality review meetings.

Quality Assurance and Reporting

- Monitor information system accuracy by running assigned discrepancy reports and ensuring corrections to data are made.
- Monitor and maintain client information and updates as needed.
- Aggregation of data for purpose of reporting the management team and funders.

Teamwork/Leadership

- Build collaborative relationships with associates and service providers to facilitate program improvements.
- Model solution focused problem solving skills.

Professionalism and Work Conduct

- Behaves with integrity, demonstrates high ethical standards, and displays a positive image for Of Color, Inc.
- Acts in a professional manner at all times and maintains appropriate boundaries with clients and staff.
- Demonstrates accountability for results and keeps commitments to others.
- Reports to work, meetings, training, and job related activities prepared and as scheduled.
- Demonstrates openness and respect for cultural and socioeconomic characteristics of clients and coworkers.
- Understands and supports agency's standard of cultural proficiency and strives to meet it.
- Performs other related tasks as required or assigned.

Education /Job Experience/Certification:

- High School Diploma with at least five years proven experience in data entry or;
- AA degree preferred (human services, business, or related field) with at least three years proven experience in data entry
- Highly skilled with EXCEL or other spreadsheet data preferred

Special Knowledge and Qualifications:

- Demonstrated teamwork skills
- Familiarity and experience with computers
- Excellent communication skills (writing and presentation skills)
- Strong sense of responsibility and orientation to detail necessary

COMPENSATION

- Commensurate with experience
- Excellent benefits including health/dental insurance, sick/vacation time

Position Status: Exempt

Salary Grade: 2

Revised: August 15, 2022

Work Environment: This position requires direct contact with clients in the community and with employers/business partners throughout Chicago land and its surrounding suburban communities.

Signature:

Date: