Position: Data Entry Specialist (Texas Home Visiting)

Full-time Position  Salary: $16.00 - $19.00  Essential  Non-Exempt  Open until filled

SUMMARY

Under the supervision of the Texas Home Visiting Program Manager, the Data Entry Specialist will lead the program’s efforts to increase the effectiveness of storytelling through data in Texas Home Visiting programs (Parents as Teachers and Family Connects).

ORGANIZATIONAL RELATIONSHIPS:

- Reports to MIECHV Program Manager
- Has frequent contact with personnel, state and county agencies; and other stakeholders, including children and adults in the general population.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Works as a member of the Texas Home Visiting Team to provide fast responses and updates to resolve questions, inconsistencies, or missing data
- Works cooperatively with Home Visiting staff and Family 1st Advisory Committee as committee secretary and the CQI (Continuous Quality Improvement) team as a data expert
- Attends staff meetings to maintain close communication regarding the status of data entry completion or correction efforts with program staff
- Attends program events and trainings as listed in Project Work Plan
- Prepares required monthly reports, and other documentation for Program Manager
- Inputs and/or transfers home visit and program data from Visit Tracker and Sales Force databases into PEIRs database as required by grant contract for Parents as Teachers and Family Connects programs
- Quality checks home visit data daily for Parents as Teachers for deficiencies or errors
- Updates resource data for local community referrals within Sales Force
• Operates common office equipment: scanner, printer, copier, phone system
• Completes required tasks within desired deadlines and maintains data by following policies and procedures
• Performs all filing tasks incidental to data entry (i.e., retrieve data from electronic databases or pull files, etc.)
• Performs other duties in support of the data entry requirements (i.e., filing, making copies, etc.)
• Assist with special projects and provide backup community outreach support
• Other duties as assigned

QUALIFICATIONS:

• Must also have strong organizational skills with great attention to detail, and good verbal and written communication skills
• Must be computer literate, and resourceful, be a self-starter, and professional
• Efficient in time management to quickly shift from one data entry project to another, and the ability to maintain accuracy
• Excellent knowledge of word processing tools and spreadsheets (MS Office Word, Excel, etc.)
• Must be able to maintain confidentiality

EDUCATION AND/OR EXPERIENCE:

• An Associate’s Degree in data management or a related field required. It is acceptable to have some college hours in data management or a related field.
• It is essential to have at least a high school diploma or GED and a minimum of two years’ previous supervised work experience with data entering or training.

OTHER SKILLS:

• Work with diverse set of community-based organizations and stakeholders
• Foster open communication within and among individual from diverse background/groups
• Work in a team environment and/or with minimal supervision
• Work a flexible schedule, including some evenings and weekends

CERTIFICATES, LICENSURES, REGISTRATIONS:

• Must have a valid Texas driver’s license and proof of automobile liability insurance
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.

- Must be in good general health in order to perform the duties of this position
- Must be able to operate a motor vehicle when necessary
- Must be able to work in adverse weather conditions rarely
- Must be able to sit at a desk, use a computer keyboard, answer the telephone, etc.

WORK ENVIRONMENT:

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Some of the duties involve sitting at a desk in a climate controlled environment
- Many times the employee will be out in the community meeting with members of the public in a variety of environmental conditions
- Employee will work flexible hours, including evening and weekend hours occasionally
- Employee may be required to drive a vehicle provided by Victoria County for work duties only
- Employee will experience multiple encounters with the general public, with employees, and with supervisors throughout the day

Apply to Human Resources, Victoria County Courthouse. EEOE. No phone calls please. Applications are required. Employment Applications can be found online under the employment jobs link or https://www.vctx.org/page/employment.

Victoria County Human Resources
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