

Job Description

TIME FOR CHANGE
FOUNDATION



Data Entry Specialist/Resource Coordinator

The Data Entry Specialist/Resource Coordinator will provide substantial support to our program team, assisting in daily office needs and managing general administrative activities. Additionally, this position will be responsible for the data entry of client information into various data entry systems. The Data Entry Specialist/Resource Coordinator should have excellent oral and written communication skills and be able to organize their work using tools, like MS Excel, Word and Outlook as well as understand how to operate office equipment and provide personalized secretarial and administrative support in a well-organized and timely manner. The Data Entry Specialist/Resource Coordinator will work on a variety of tasks related to the Time for Change Foundation mission. They will also complete other duties as assigned by the Executive Director, Associate Director, and Program Administrator.

Responsibilities

As Data Entry Specialist

1. Enter client data/information in CLARITY Database for the following programs: TFCF Housing programs, R.A.P. program, and Permanent-Supportive Housing (Homes of Hope)
2. Enter client data/information in Apricot data entry system
3. Ensure Data Quality. Data quality refers to the timeliness, accuracy and completeness of information collected and reported
4. Ensure data are entered in HMIS within seven days after client entered the program
5. Utilizes data quality monitoring reports that identify missing universal data elements including program entry and un-exited clients, milestones tracking
6. Coordinate with case managers to ensure all required data elements are collected
7. Submit monthly reports to supervisor – services provided, universal data elements and milestone
8. Oversee HMIS-related files, records, and documents.
9. Attend CLARITY orientation and training –User Training, Reports Training, APR, etc.
10. Ensure compliance with CLARITY Policies and Procedures
11. Follow all confidentiality regulations to protect client records and privacy

As Resource Coordinator

1. Identify community agencies and resources that provide needed services to TFCF clients like housing, employment/skills training, education, food, legal assistance, treatment facilities, law enforcement, etc.
2. Maintain a Resource Directory which includes program description, contact information, eligibility requirements, documents needed, hours of operation and other important information
3. Ensure that Resource Directory is updated accurately and in timely manner
4. Coordinate with case managers in identifying needed services
5. Attend community events and establish relationships with agencies for resources and referrals

As Receptionist/Administrative Support

1. Maintain the service logs (Van, Copiers, Sign in sheets)
2. Maintaining and ordering office supplies
3. Maintaining office cleanliness and appearance (front office area, outside porch and stairs)
4. Provide administrative and office support (creating documents, donor thank you letters, organizing files and supplies, etc.)
5. Perform other tasks assigned

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Qualifications

1. Must be fluent in Microsoft Office programs
2. Ability to conduct internet research/tech Savvy
3. Types 55 WPM
4. Ability to work with at risk populations
5. Ability to multi-task
6. Ability to work under deadlines

Minimum Education/Experience

1. High School Diploma required
2. Associates Degree or higher preferred
3. At least two years of office experience
4. Experience working with at-risk populations

Salary Range

- \$20.00/hour - \$25.00/hour

Position Type

- Full-time.

Location

- San Bernardino, CA