



Data Management Assistant

Date: February 2019

Reports to: Data Management Coordinator

Department: Early Childhood

Classification: Full-time

Status: Non-exempt

POSITION SUMMARY:

Assists Data Management Coordinator in tabulating of data. Perform quality assurance checks, data entry and verification according to established SEK-CAP Head Start procedures using data entry devices and systems. File hard copy information in appropriate locations. Performs miscellaneous reception/clerical and administrative duties.

ESSENTIAL FUNCTIONS:

- Assists Data Management Coordinator to verify input data to ensure accuracy of completed work; edits errors during processing; fixes errors post-entry
- Assists Data Management Coordinator in providing. training on agency processes, data entry into data system, and quality checks
- Assists Data Management Coordinator in ensuring data entry and data verification according to established procedures using data entry devices and systems.
- Assists Data Management Coordinator in maintaining tracking systems for various program reporting activities.
- Establishes and maintains files.
- Performs clerical duties consisting of sorting and filing records, addressing and mailing packages/correspondence and answering/maintaining telephone messages
- Provide coverage to the reception desk as needed.
- Do weekly printing, maintain and keep Print room organized and clean
- Verifies input data to ensure accuracy of completed work; edits errors during processing; corrects errors post-entry
- Maintains records of internal reports, correspondence, etc.
- Reviews material prepared for supervisor's approval for typographical accuracy and format
- Work cooperatively with other administrative and front-line staff to assure effective service delivery
- Respect and support cultural differences and diverse family structures
- Demonstrate good work habits such as arriving on time and adhering to appropriate break times
- Attend mandatory In-Service trainings and staff meetings
- Report any suspected abuse or neglect to appropriate authority
- Advocate for SEK-CAP, Inc. in the community
- Maintain and assure confidentiality and privacy of SEK-CAP, Inc customers
- Uphold and promote the core values and mission statement of SEK-CAP, Inc.
- Support management decisions both in actions and words
- Other duties as assigned

KNOWLEDGE AND EXPERIENCE:

Essential:

- Strong attention to detail
- Strong time management and organizational skills, able to prioritize to meet deadlines

- Basic computer skills on IBM compatible P.C. systems and software
- Basic operation skills of general office equipment such as photocopiers, faxes, and phone systems
- Ability to type quickly and accurately
- Ability to focus and complete repetitive tasks for an extended period
- Superior interpersonal skills. Ability to get along with diverse personalities; tactful, mature, and flexible
- Ability to meet and deal tactfully with the general public and to communicate effectively and clearly both orally and in writing
- Resourceful and well organized
- Ability to establish and maintain positive, effective working relationships with co-workers, community partners, and customers
- Ability to learn and adapt

Desired:

- Knowledge of all Microsoft Office Software components, i.e.; Access, Word, Excel, and PowerPoint, Google Chrome, and Outlook
- Have or be willing to obtain certification/training on various types of software utilized within the organization
- One year related experience and/or training

EDUCATION AND QUALIFICATIONS:

- Degree preferred-minimum: High School Diploma or its equivalent
- Coursework in keyboarding with typing certification
- Possess current, valid driver's license and be insurable by the organization's motor vehicle insurance carrier
- Obtain a physical and TB Skin Test prior to employment
- Submit to and pass standard criminal history check
- Submit to and pass standard drug screen test
- Obtain First Aid and CPR certification

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

The physical demands and work environment 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.

- Use hands to finger, handle, or feel
- Reach with hands and arms
- Sit or occasionally stand; walk and stoop, kneel, or crouch
- Regularly lift and/or move up to 10 pounds
- Required vision abilities include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus
- Occasional exposure to wet and/or humid conditions
- Outside weather conditions
- Extreme cold and extreme heat
- Noise level is usually quiet to moderate

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGEMENT:

“I have presented this job description to the employee and all aspects of the position have been reviewed.”

Supervisor Signature

Date

“I have read this job description and thoroughly discussed the contents with my supervisor.”

Employee Signature

Date