

Job Description

Data Entry Clerk\Women Intervention Specialist (WIS)

Type: Full-Time

OBJECTIVE: To input services/screening tool and related data into the computer system. Some home visitation to assist WIS with intake and assessment.

ESSENTIAL FUNCTIONS MAY INCLUDE:

- Input operational, services and /or related data into the computer system.
- Some home visitation to screen/assess families referred to the Magnolia Project to determine program eligibility and family needs.
- Generate and print reports.
- Generate necessary word processing documents.
- Set-up program files, photocopying, assist in answering telephone and performing other similar clerical tasks.
- Participate in the quality improvement process.
- Other duties as assigned by the Project Director

This list of essential functions is not intended to be exhaustive. The Magnolia Project reserves the right to revise this job description as needed to comply with actual job requirements.

Qualifications:

REQUIRED:

- High School Diploma or GED equivalent
- Six months of data entry and general office work experience
- Knowledge of PC word processing
- Six months experience working in a home visiting program

SKILLS:

- Ability to learn computer skills sufficient to perform all essential functions
- Ability to speak, read and write English at the high school level
- Ability to work as a team
- Effective alpha and numeric data entry skills
- Effective telephone etiquette
- Ability to handle confidential information
- Ability to travel