

Champaign County Regional Planning Commission

POSITION DESCRIPTION

Position Title:	Data Clerk
Reports To:	Program Manager, Coordinator, and/or Director
Supervises:	None
FLSA Status:	Nonexempt
Pay Grade:	1

General Duties:

The Data Clerk will provide delivery of assigned services in accordance with Agency Vision, Mission, and Values and applicable program contracts, manuals, and guidelines. This position is responsible for data entry and maintenance of data integrity in a variety of computer software programs.

Specific Duties and Responsibilities:

- Completes client level data entry in data management systems such as the Homeless Information Management System (HMIS), Birdseye, ROCS, Sierra, STARS, etc.
- Generates monthly reports to support data analysis, compliance, and reporting functions
- Completes monthly data transmission functions for Individual Service Coordination (ISC) program fee for service billing submissions
- Communicates with direct care staff to obtain information to address missing data elements and support improved data collection efforts
- Meets no less than quarterly with program supervisory staff to review data quality and formulate quality improvement initiatives
- Receives mail and fax for ISC program staff and distributes the correspondence to the appropriate staff through scan/email
- Supports client record management functions such as document scanning, electronic record maintenance, paper record file maintenance, archiving and storage of records
- Provides backup to the reception desk

- Attend training as required by supervisor
- Participate in team meetings and individual supervisions and other committees/meetings as requested/assigned
- Share information and resources with team
- Maximizes coordination and communication among Division programs and staff.
- Maintain up to date work schedule in Outlook calendar
- Demonstrates openness to constructive feedback about personal work habits, with a focus on continuous improvement of job performance, and growth in terms of professional development
- Other duties as required

Required Knowledge, Skills, Characteristics and Abilities:

- High school diploma/G.E.D. with at least 3 years' applicable experience.
- Background in customer services and human services preferred
- Valid driver's license and ability to travel throughout Central Illinois as necessary to conduct services in the program coverage area
- Computer skills needed to complete data entry and generate data reports in a variety of formats to support data analysis and program report functions.
- Ability to complete timely and accurate data entry
- Ability to communicate with a variety of direct social service staff to support data compliance and integrity functions
- Ability to follow program procedures
- Ability to handle program and client information in a confidential manner and report concerns as mandated
- Ability to understand the vision, mission, and values of CCRPC and to implement in everyday work
- Knowledge and respect for diverse cultures/lifestyles and problems of poverty in the community
- Ability to react to change productively
- Ability to follow written and oral instructions with minimum supervision
- Ability to communicate effectively both written and orally
- Ability to function professionally in stressful situations
- Ability to work individually and as a team member
- Ability to implement concepts learned from training
- Ability to set work priorities and organize effectively to meet deadlines.
- Proficient in English (spelling, punctuation, grammar)
- Ability to attend worksite regularly to perform job duties and responsibilities
- Ability to attend program meetings and/or training as required
- Ability to work a flexible schedule to accommodate special projects as needed

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Travel to meetings, training, service delivery, and other work sites
- Provide data related functions sitting/ standing at a desk approximately 75% of workweek
- Travel and/or complete non-data related functions 30% of workweek
- Lift and carry equipment necessary to complete work, approximately 20 pounds

Competencies:

- Interpersonal Skills
- Motivation to Succeed
- Problem Solving/Analysis
- Communication Proficiency
- Decision Making
- Ethical Conduct
- Time Management
- Advance level knowledge of spreadsheets, databases, and report generating

Work Environment:

- Office work will be performed in an open cubicle environment sometimes involving distractions
- Frequent near-vision use for reading and computer work
- Work may also be performed in settings outside the office, such as other agencies and/or worksite meeting/conference rooms

Disclaimer:

The job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. The description contains examples of duties and responsibilities that may or may not be considered "essential functions" to a particular job or position within this job class. "Essential functions" are to be determined at the position or job level within each department. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Signature of Employee _____

Date _____