

Job Description

POSITION:	Data Entry Clerk
ACCOUNTABILITY:	Project Manager
CLASSIFICATION:	Full-time Contract
DATE APPROVED:	

JOB PURPOSE

The Data Entry Clerk is responsible for ensuring that the case management system is accurate and concise through the input of case files from local child welfare agencies into the data base. The Data Entry Clerk functions within legislative requirements, regulations, policies and procedures and the Mission, Beliefs and Vision of the Nogdawindamin Family and Community Services and contributes to the accomplishment of the strategic priorities.

KEY JOB FUNCTIONS

Data Entry:

Enter data into approved database system.

- Enter case notes and data into the database system;
- Ensure all necessary information is entered into the system so that data is accurate and up-to-date;
- Follow up with Front Line Workers and supervisors to ensure accuracy of information;
- Assist in compiling statistical data and recognizing data discrepancies and initiating actions with others to correct discrepancies;
- Propose changes within the Agency that would be seen to improve the quality of the organization and operation;
- Maintain client record confidentiality;

Administration and Reporting:

Complete administrative functions and reports and adhere to Agency policies, procedures and relevant practices.

- Ensure confidentiality and safekeeping of all Agency documents and records
- Develop and maintain a detailed work plan of activities
- Develop and maintain accurate, up-to-date and concise work files
- Prepare and deliver reports
- Work in compliance with the Occupational Health and Safety Act, Ontario Human Rights Code, Employment Standards Act and any other relevant legislation
- Prepare and submit attendance records and travel expense claims
- Follow the Agency's human resources, finance and other policies and procedures in the performance of duties

Other Duties:

Complete other duties as assigned.

- Act in accordance with agency Code of Ethics and maintain confidentiality at all times to protect the privacy of Agency staff, families and communities.
- Participate in internal or external committees as required or assigned.
- Perform additional related duties in accordance with job responsibilities and department objectives.
- Participate in training, cultural events and other mandatory training as required.
- Other duties as required or assigned.

QUALIFICATIONS

EDUCATION & EXPERIENCE:

- Post-secondary diploma in Administration or Computer related field preferred
- One (1) year experience as a data entry clerk
- Previous experience working with confidential data
- Previous experience working with aboriginal organizations

- Equivalent combination of education and experience may be considered

KNOWLEDGE REQUIREMENTS:

- Knowledge of the Child Youth and Family Services Act and other related legislation
- Working knowledge of databases

SPECIAL SKILLS & ABILITIES:

- Strong computer skills with MS Office and other software
- Excellent data entry skills
- Excellent problem solving skills
- Excellent organizational skills with the strong ability to prioritize
- Excellent written and oral communication skills
- Ability to attend to detail and ensure accuracy of information
- Ability to work under pressure in a fast paced environment
- Ability to work independently and work cooperatively within a team environment
- Ability to take initiative, meet deadlines and work flexible hours

OTHER REQUIREMENTS:

- Respect for, sensitivity towards as well as knowledge and understanding of Anishnawbek culture, traditions and the Seven Grandfather Teachings
- Ability to understand and speak Anishnaabemowin is a definite asset
- Must provide a Criminal Records Check deemed satisfactory by the employer
- Must have a Class 'G' Ontario Driver's Licence, access to a vehicle and the ability to travel
- Must have \$1M automobile insurance coverage

WORK SITE LOCATION

The position will be based out of the head office in Batchewana First Nation.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

While performing the duties of this job, the Data Entry Clerk will typically be in an office setting. The Data Entry Clerk is frequently required to operate a computer, file and retrieve written documents, and work overtime when required or during emergency situations. The physical demands include, but are not limited to, standing, sitting, walking, lifting, carrying, reaching, handling, kneeling, crouching and bending. The Data Entry Clerk will be required to travel to meetings in the province of Ontario.

The administration and entering of large amounts of data into databases can be mentally challenging ; therefore, this position is more mentally challenging than physically challenging. There will be extended periods of sitting required when performing administrative tasks and while attending meetings.

Non-physical demands include a work environment where the noise level is usually quiet to moderate, but may be loud on occasion. The nature of the position may expose the Data Entry Clerk to moderate levels of tension when dealing with issues. The level of tension is usually moderate, with high levels of tension occurring occasionally.

Given the traditional practices of Aboriginal people, from time to time exposure to smoke from the burning of sacred medicines; tobacco, sweet grass, sage or cedar, may occur.

TECHNOLOGY & EQUIPMENT

Computer, Photocopier, Telephone, Fax Machine, IT Servers, Printers and other related computer technology.

KEY RELATIONSHIPS

Internal

The position requires interaction with Front Line Workers, Project Manager, Supervisors and other staff.

External

Data Entry Clerk will interact with other service agencies and First Nation communities.

DISCLAIMER

This document describes the position currently available and is only a summary of the typical functions of the job. It is not an employment contract. The above job description is not an exhaustive list of the duties, responsibilities, working conditions or skills required for this position. Additional duties may be assigned. Nogdawindamin reserves the right to modify job duties or the job description at any time.

SIGNATURE

This is to acknowledge that I have received a copy of this job description and understand its contents.

Signature of Employee

Date