

**Center for Child Protection  
Job Description**

**Job Title: Data Entry Specialist (PT)**

**Supervisor: Data and Impact Manger**

**Summary:** The Data Entry Specialist is a part-time data entry position that is responsible for the aggregation of data and outcome measures related to the Center for Child Protection programs and services.

**Minimum Qualifications:**

- High School Diploma or GED required
- Some college preferred, or equivalent experience
- Proficiency in data entry and exceptional attention to detail
- Beginner to intermediate level Microsoft Excel skills required
- Strong, positive, interpersonal skills
- Ability to be flexible and responsive to changing needs
- Ability to work with diverse groups/disciplines in stressful situations
- Ability to develop professional relationships and build relationships with others
- Ability to work within complex criminal justice systems
- Ability to problem solve and work independently
- Skilled in processing complex information to summarize effectively

**Job Tasks:**

1. Performs data entry and data consistency in the client case management system
2. Creates client files in the Center's case management system and logs services for all direct service departments or CPT services.
3. Reviews and enters DFPS Statewide Intake notifications of child abuse and neglect into the Center's database and identifies notifications that fit within the Child Protection Team's working protocols
4. Maintains data integrity by following up and correcting errors or omissions
5. Compiles and enters outcome results from client surveys and clinical assessments
6. Delivers client feedback surveys
7. Supports grant compliance by assisting the Grant Writer with administering activity sheets and creating requests for reimbursement
8. Follows Center policies and procedures at all times

9. Conducts ongoing communication with Center staff to facilitate and improve data collection processes and fosters a culture of data-driven decision making
10. Assists the Data & Evaluation team with identifying possible improvements to the data collection process and utilizing data to improve and inform service delivery
11. Maintains a comprehensive knowledge of the mission, core values and vision of the organization and the children's advocacy model
12. Performs other duties as assigned

**FLSA:**

Non-exempt

**Physical Requirements:**

Reaching	Occasionally
Handling	Occasionally
Typing	Frequently
Talking	Frequently
Hearing	Frequently
Near Acuity	Frequently
Vision Accommodation	Occasionally
Color Vision	Occasionally
Field of Vision	Occasionally

**Strength:**

Light Work - Lift up to 10 pounds occasionally

**Environmental Conditions:**

Noise: Moderate

**Work Situations:**

- Direct/Control/Plan
- Influencing People
- Dealing with people
- Making Judgments/Decisions

**Equal Opportunity Employer**

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as required by their supervisor.

CACTX designates Children's Advocacy Centers as an essential employer.

I have read and understand my job description. This job description has been discussed with me.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date