



# job description: Data Entry Assistant

## organization information

**Position Title:** Data Entry Assistant

**Location:** Whatcom & Skagit Counties

**Reports to:** Associate Director of Learning & Impact

**Hours:** 20 hours per week, non-exempt position

**Starting Wage Range:** \$15.83 – \$17.64 per hour, wage dependent on relevant qualifications, education, and experience.

**Women, people of color, transgender individuals, and members of other underrepresented communities are strongly encouraged to apply.**

**Mission:** At Northwest Youth Services, we affirm youth experience and autonomy, as we work together to foster collective healing and justice, in order to dismantle the systems of oppression that perpetuate youth homelessness.

### Core Values:

*Community* – We promote interdependence and recognize that everybody needs a community to thrive. We know that we are stronger together.

*Justice & Liberation* - We believe that it is critical to acknowledge, name, and actively work to dismantle the historic systems and societal structures that fuel crisis and poverty.

*Humanity* - We work with respect and compassion for each other and believe that everyone deserves to belong: to be safe, heard, and valued.

*Accountability* – We believe that no one is done learning; as a community we hold each other to a high standard, and work to educate, grow and heal together.

**Vision:** Guided by our core values and commitment to becoming an Anti-Racist organization, Northwest Youth Services envisions a community in which all young people are seen as catalysts in creating a just and liberated society that supports each of our unique journeys through life.

## job mission

This position contributes to NWYS' success by completing quality and timely data entry into spreadsheets and databases, tracking program outcomes, and compiling data for program and grant reports.

## core competencies

To perform job successfully, the individual should demonstrate the following competencies:



**Active Listening:** Ability to effectively work independently and in partnership with team members; ability to communicate effectively with others.

**Change Agility:** Able to embrace needed change; able to provide and implement feedback; effective in the face of ambiguity.

**Composure:** Show patience; respond calmly to stressful circumstances.

**Creativity:** Resourceful in finding ways to improve and advocate for change when necessary; fosters creativity in others.

**High Standards:** Demand quality and continuous improvement.

**Informal Communication:** Articulate ideas clearly and organize ideas effectively.

**Initiative:** Proactive; take action without being prompted.

**Integrity:** Must be honest and take responsibility for actions.

**Learning Agility:** Seeks to improve knowledge, skills, and abilities in related service areas.

**Organizational Knowledge:** Understands operational procedures; demonstrates and in-depth understanding of what the organization does.

**Positive Impact:** Have a passion for NWYS' mission and vision; display a positive attitude.

**Sensitivity:** Communicates empathy and respect of individuals; ability to be appreciative of diversity.

**Team Player:** Effectively partner with people across the organization.

## key responsibilities

### Data Entry

- Complete efficient data entry in a timely manner;
- Conduct outcome and output tracking;
- Review client paperwork for content and accuracy;
- Build, close, and archive files;
- Assist Learning & Impact Team in completion of reports and audits, as needed;
- Change tasks regularly and prioritize appropriately;
- Maintain confidentiality;
- Use HMIS database, Microsoft Excel and Word, Outlook, Adobe, and other tools to complete work;
- Stay knowledgeable about NWYS programs, funding sources, and data/outcome requirements;
- Stay up to date on data standards and data collection requirements for HMIS.

### Leadership

- Collaborate with service staff to complete work;
- Attend agency and community meetings as needed;
- Offer vision and creativity for data tracking methods and analysis;
- Provide support and collaboration to the Learning & Impact Team and other service staff;
- Engage in ongoing training and development supported by supervisor;
- Be open to learning about equity, trauma informed care, harm reduction, and positive youth development to conduct your work; and
- Other duties as assigned.

**The physical demands described here are representative of those that must be met by an employee to successfully perform essential functions of this job.** Specific vision abilities required by this job include close vision, distance vision, and depth perception. While performing these job duties, the employee is regularly



required to listen to others and provide verbal feedback. The employee is required to frequently sit for extended periods of time, stand, walk, climb, or balance.

## qualifications

### Minimum Qualifications:

- Two years' experience with Excel or data entry;
- Detail oriented with strong organizational and time management skills;
- Experience with general office machines;
- Strong computer skills, with knowledge of Microsoft Office products, Adobe, and other related business and communication tools;
- Must be 21 years of age;
- Requires proof of full COVID-19 vaccination (may consider accommodation for medical or religious reasons); and
- High school diploma or GED required.

Required within 30 days of employment:

- CPR/First Aid/Bloodborne pathogens certifications required;
- Must have a negative TB test; and
- Full understanding of the CPS reporting requirements;
- Must pass background checks.

### Preferred Qualifications:

- Two years experience with databases or electronic record systems;
- Degree in a related field, or equivalent training/education experience.

Northwest Youth Services is an Equal Opportunity employer. Employment is based upon individual qualifications without regard to race, color, sex, religion, national origin, citizenship, age, marital status, veteran status, disabilities, political ideology, sexual orientation, or any other legally protected status. Alumni of foster care and those who have experienced youth homelessness are encouraged to apply.

