



Victoria County, TX

POSITION PROFILE

<u>Position Title:</u>	Data Entry Specialist	<u>Effective Date:</u>	May 2025
<u>Department:</u>	Health Department	<u>Division:</u>	Texas Home Visiting
<u>Accountable to:</u>	Texas Home Visiting Program Manager	<u>Status:</u>	Non-Exempt
<u>Salary:</u>	\$15.63- \$18.37		

Primary Objectives

Under the supervision of the Program Manager, the Data Entry Specialist will lead the program's efforts to increase the effectiveness of storytelling through data in Texas Home Visiting programs (Parents as Teachers and Family Connects).

Supervision Received

Work is performed under the limited supervision of Texas Home Visiting Program Manager

Supervision Exercised

None.

PRIMARY DUTIES AND RESPONSIBILITIES

- Works as a member of the Texas Home Visiting team to provide fast responses and updates to resolve questions, inconsistencies, or missing data
- Works cooperatively with the Family 1st Advisory Committee as committee secretary and the CQI (Continuous Quality Improvement) team as a data expert
- Attends staff meetings to maintain close communication regarding the status of data entry completion or correction efforts with program staff
- Attends program events and trainings as listed in Project Work Plan
- Prepares required monthly data reports, and other documentation for Program Manager
- Inputs and/or transfers home visit and program data from Visit Tracker and Sales Force databases into PEIRs database as required by grant contract for Parents as Teachers and Family Connects programs
- Quality checks of home visit data daily for Parents as Teachers data for deficiencies or errors
- Update resource data for local community referrals within Sales Force
- Operate common office equipment: scanner, printer, copier, phone system
- Complete required task within desired deadlines and maintains data by following policies and procedures
- Performing all filing tasks incidental to data entry (i.e., retrieve data from electronic databases or pull files, etc.)
- Performs other duties in support of the data entry requirements (i.e., filing, making copies, etc.)
- Assist with special projects and provide backup community outreach support
- Maintains absolute patient/ client confidentiality and HIPAA compliance at all times
- Other duties as assigned

MINIMUM QUALIFICATIONS

- High school diploma or GED and a minimum of two years' previous supervised work experience with data entry or training is required.
- Associate degree in data management or a related field or some college hours in data management or a related field is required.
- Valid Texas driver's license and proof of automobile liability insurance

WORKING CONDITIONS

The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Employees sit most of the time but may walk or stand for some periods of time.
- This is light work requiring some physical agility such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include standard vision requirements, ability to convey detailed or important instructions to others accurately, loudly or quickly, and standard hearing requirements - hear information at normal spoken word levels.

Physical Exertion (Pounds)	
Up to 10	Frequently
Up to 25	Occasionally
Up to 50	Occasionally
Up to 100	Seldom or never
100 or more	Seldom or never

Environmental Exposures	
Work near moving mechanical parts	Seldom or never
Work in high, precarious places	Seldom or never
Toxic or caustic chemicals	Seldom or never
Outdoor weather conditions	Occasionally
Extreme Cold, non-weather	Seldom or never
Extreme Heat, non-weather	Seldom or never
Noise Level	Quiet

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.