

River Valley Child Development Services

A leader in providing high quality early childhood care and education services
for children, families and communities

Job Description

Position:	WV Birth to Three Data Entry Specialist
Program:	WV Birth to Three RAU i
FLSA Class:	Non-Exempt
Position Accountable to:	RAU Directors; Executive Director
Position(s) Accountable for:	N/A
Purpose of Position:	Maintain accurate and reliable operation of WV Birth to Three data system
Educational Requirements:	Associate degree required; Bachelor or higher preferred. English, Business, or human service-related field.
Experiential Requirements:	Data entry/computer experience with high degree of accuracy.
Additional Training required	Fulfill requirements of Individual Staff Development Plan (ISDP)
Driver's License, Liability Insurance and Acceptable Driving Record:	May be required
Provisional Employment Period	90 days

Capabilities/Skills:

Able to organize, work collaboratively in team environments, and maintain high level of confidentiality.

Reliable, responsible and dependable.

Possess excellent written and verbal communication skills.

Computer skills and experience; knowledge of Microsoft office.

Efficiently complete data entry in a timely manner, demonstrating a high degree of accuracy and vigorous attention to detail.

Ability to use professional judgement and utilize strong decision-making skills.

Effective time management skills.

Must successfully pass a pre-employment drug screening.

Must have an acceptable Criminal Investigation Background (CIB) check and Child Protective Services (CPS) check.

Must be eligible to meet requirements of the STARS career pathway.

Ability to lift various items such as boxes/bags of office supplies. May need to be able to move file cabinets, desks, bookcases, etc. with help and/or unload vehicle(s), as needed or requested.

Ability to engage effectively with the public and community.

Essential Responsibilities:

Agency

Adhere to NAEYC Code of Ethics.

Follow and promote agency philosophy and mission; promote unity and teamwork within program and agency.

Follow all agency policies and procedures.

Work effectively within a diverse environment.

Reply to telephone calls and emails within two business days.

Any additional duties assigned by Regional Administrative Directors and Executive Director.

Program

Enter all referral data within two (2) working days of referral.

Enter eligibility data, Individual Family Service Plan (IFSP) dates, service commitments, service changes, child and family address changes, closure of records, Transition Planning Conference date, and child outcome data within two (2) working days of receipt.

Ensure all data corresponds to original source documents.

Keep supervisors informed on all relevant matters.

Develop and implement all data-related corrective actions within established timelines.

Enter Child Notification into the WV Education Information System (WVEIS) for all children who have their initial IFSP meeting less than 150 days from their third birthday.

File source documents into child's education record.

Implement all procedural safeguards regarding compilation and use of data in the WV Birth to Three data system.

Complete all tasks while adhering to WV Birth to Three policies and procedures.

Maintain working knowledge of data system; participate in training sessions, Webinars, meetings, etc. as appropriate to ensure knowledge remains current.

Utilize quality control methods to reduce errors.

Attend local/state meetings/events as required for professional development.

Participate on committees relevant to program/projects as assigned.

Attend and participate in monthly staff meetings.

Additional duties as assigned by RAU Directors and/or Executive Director.

Signature

Date