

Data Specialist at Yuma Private Industry Council in Yuma, AZ

Job Posting Id: 5706511 on azjobconnection.gov

Full Time

Pay Rate \$17.00

Job Description:

Under the direction of a Case Management Coordinator, the Data Specialist provides clerical support for the Specialists and act as a backup to the MLK Youth Career Center. This position is very detailed orientated and requires the ability to process heavy paperwork and perform data entry in compliance with Department of Labor Employment & Training Administration (DOLETA) and other Grant Funded Program requirements (continual learning and knowledge update is required). This position does not have regular interaction with youth.

The Data Specialist MUST be able to adapt to change, and MUST be flexible in trying different approaches and methodologies as deemed appropriate by the Case Management Coordinator. This is a new position and revisions will be made as needed.

Below is the framework of the essential duties assigned to this position; however, please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

1. Verify/Review/Completeness and Accuracy of Participant Files & Perform Data Entry

Supporting Skills

- Maintain participant files and records, upload documents, open and close activities as per policy.
- Verification that all information has been received and properly uploaded/filed.
- Verify accuracy and completeness of data.
- Master the use of mandated state/grant funded database systems, to ensure: timeliness, accuracy, completeness, and comprehension.
- Perform data entry and verify State Data Validation.
- Run reports to check against client files to ensure accuracy.
- Maintain up to date, accurate required monthly reports.
- Confer with Youth Services staff to ensure accurate and timely information is provided to maintain required reports.
- Run queries/reports as needed.
- Complete documents such as, but not limited to, budgets as needed.

2. Provide Clerical Support

Supporting Skills

- Review and maintain electronic internal documentation for participants enrolled in the program
- Follow and comply with electronic documentation procedures provided by the state or compliance department for active files

- Prepare client files and reports.
- Prepare statistical, narrative and/or written correspondence.
- Collect participant time-sheets as needed
- Compose correspondence using proper grammar, punctuation, and spelling.
- Responsible for delivery of various documents and files to other offices.

3. Provide Back-up Support

Supporting Skills

- Provides backup for the MLK Youth Career Center front desk reception areas as needed; handle main switchboard (multi-line phones as needed).
- Demonstrate welcoming, professional attitude at all times.
- Assist MLK Youth Career Center clients with a variety of tasks: TABE/Pre-GED assessments, facilitate Youth Services Orientation, maintain Job Board and issue referrals.
- Assist co-workers and/or other departments as assigned by supervisor as needed.

Job Requirements:

- Demonstrate client-interviewing skills.
- Demonstrate data entry and retrieval skills.
- Demonstrate appropriate interpersonal skills to accomplish tasks.
- Interpret federal and state rules and regulations.
- Must possess a valid Arizona Driver's License, reliable transportation, and current liability insurance (**\$100,000 Person/ \$300,000 Accident Bodily Injury and Property Damage**).
- Must possess of be able to obtain an AZ Level One Fingerprint Clearance Card.
- Must clear a background check with Central Registry Child Safety.
- Must demonstrate the Core Values of the Organization.

- High School diploma or equivalent, and a minimum of **three (3) years clerical experience, two (2) of which must have included a responsible level** of organization of various clerical duties.

For complete job description and requirements visit <https://ypic.com/careers.html>

How to Apply:

MUST review the complete job description before applying: www.ypic.com

Application can be downloaded on line, submitted in person, via regular mail or emailed to HumanResources@ypic.com.

The Application is also available at 3834 W 16th Street, Yuma, AZ 85364 Monday thru Friday between 8:00a.m. to noon, and 1 :00p.m. to 5:00 p.m.

YPIC observes Holidays.

RESUME ONLY accepted as an attachment.

Deadline to submit application: February 24th, 2023 at noon.

Employers may not consider you if methods other than those listed are used.