TITLE OF POSITION: Data Entry Specialist - Healthy Families

POSITION NUMBER: 13-1

PROGRAM: Children's Services - Bay

COMPONENT: Healthy Families

MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS: High school graduate or equivalent. Effective computer keyboard skills, ability to work within different software platforms, good time management and organizational skills. Compliance with minimum standards for screening of mental health personnel as contained in F.S. 394.4572.

SUPERVISOR: Component Director II - Healthy Families Program Manager

POSITIONS SUPERVISED: None

SALARY MINIMUM: $13 per hour, 30 hours per week

WAGE AND HOUR STATUS: Non-Exempt

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:¹

ESSENTIAL FUNCTIONS: (Essential functions of this position are listed below. The position also includes additional functions as needed and/or assigned by supervisor.)

1. Receive, organize and file Healthy Families Florida MIS documents including but not limited to:
   - Child Intake and Update
   - Non-target Child Information
   - Child Medical History Intake and Update
   - Monthly Screen Information
   - Assessment Information
   - Participant Intake and Update
   - Home Safety Check Information Intake and Update
   - Participant Employment Information Intake and Update
   - Developmental Screening Intake and Update
   - Parenting Stress Index Intake and Update
   - Participant Training/Treatment Informant Intake and Update
   - Subsequent Pregnancy Information

¹ Expectations regarding quality and quantity of work are further delineated in the criteria-based performance appraisal.
Participant Closure Information  
Service Ledgers  
Staff Member Training Logs  

2. Verify by means of a monthly log the receipt of the documents listed above. Coordinate with program management staff regarding staff members who have not submitted documents within the specified timelines.

3. Perform data entry tasks for the Healthy Families Florida data entry system including retrieval of information from hard copy documents.

4. Make corrections to the database as needed.

5. Collect information for core outcomes and enter data into the Healthy Families Bay database. Maintain “tickler system” for updating entries.

6. Print out reports for Quality Management reviews.

7. Organize the quarterly Advisory Board meetings to include arrangement for refreshments, room reservation, meetings reminders and follow-ups to invitees.

**Physical Demands:** Requires prolonged sitting; repetitive hand and arm movements used for keyboard entry of data into computerized database; occasional bending, walking, standing; light lifting (less than 10 lbs.). Must have satisfactory vision and hearing to perform the requirements of the position.

Copy received by:

_________________________________________ Date  ______________________________