

**Nationalities Service Center**

**Data Entry Clerk**

Nationalities Service Center (NSC) is a non-profit organization that provides social, educational, and legal services to immigrants and refugees in the greater Philadelphia area. Our strength lies in the diversity of our clients and services. Since NSC’s founding in 1921, our mission has been to help immigrants and refugees participate fully in American society. Each year, we help approximately 5,000 individuals from over 100 countries.

**Position Overview**

The Data Entry Clerk will provide data entry support for NSC’s CDC funded PA Refugee Health Program into E-Share and for NSC’s transition and implementation to the new client relationship management system, Apricot.

The position will be responsible for day-to-day data entry into E-Share and for scheduled data entry projects into Apricot as outlined by the Resettlement Manager. The Clerk will also partner with the health team to gather the E-Share consent forms and the documentation from health clinics in order to input data into the system. The position with work closely with the health team, the Resettlement Manager and the Director of Programs to ensure data tracking measures are accurate.

The Data Clerk has internal contacts with NSC staff and clients as well as external contact with clinical partners only when necessary. This position has access to sensitive NSC information and is expected to handle such information with integrity and professionalism.

The Data Entry Clerk will report directly to the Senior Manager of Health Access.

## **Essential Functions**

* Collect health screening data from the Health Team’s Clinic liaisons to input into E-Share on a regular basis and the corresponding client consent forms
* Work with the Health Access Manager to ensure compliance with the State for E-Share data entry
* Input both individual and mass import data into the Apricot CRM system as outlined by the Resettlement Manager.
* Assist staff in making edits and fixes to forms and client records
* Ensure accurate data entry of the above two data entry processes: E-Share and Apricot

**Non-Essential Functions**

1. Adheres to NSC’s security guidelines and ensures the appropriate handling of sensitive information.
2. Attends relevant staff meetings to promote communication and execution of goals.
3. Other duties as assigned within the scope of position expectations.

**Knowledge, Skills, and Abilities**

1. Understanding of health and wellness and survivor services’ departmental goals and objectives and ability to work and contribute as part of a larger team.
2. Demonstrates ability to manage multiple tasks by carefully setting priorities, meeting deadlines, and scheduling time efficiently.
3. Strong attention to detail and accuracy with data management.
4. Strong understanding of computer operations and use a variety of common software programs including Microsoft Office, spreadsheets, and customized databases.
5. Ability to organize tasks in an efficient manner and follow-up and follow-through with strong attention to detail in a fast-paced environment.
6. Demonstrates ability to work with other people through a cooperative effort.
7. Possesses strong interpersonal skills as demonstrated by compassionate, courteous, cordial, cooperative, and professional interaction with diverse groups.
8. Adheres to all NSC policies and procedures.

**Minimum Experience**: 0-6 months of experience handling light clerical, data entry, and operational support duties.

**Minimum Education:** High School diploma or some college preferred.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee will frequently stand; walk; sit; use hands to finger, handle, or feel objects, tools or equipment; reach with hands and arms; balance; talk or hear. The employee will occasionally climb stairs; stoop; kneel; crouch or crawl; taste or smell.
2. The employee must occasionally lift and/or move up to 25 pounds.
3. This position will assist with setting up, pushing, pulling, and breaking down of tables, chairs, computer equipment, and other items at the beginning and end of each day.
4. Operate general office equipment with frequent work at a computer workstation.
5. Specific vision abilities required by the job include frequent reading and close vision; distance vision; color vision; peripheral vision; depth perception; and the ability to adjust focus.

### Work Environment

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. The noise level in the work environment is frequently high.
2. Although work is primarily indoors, you may be required to travel outside to community and social service locations.
3. Position may require occasional trips to attend conferences seminars, and meetings.
4. Work outside of traditional work hours may be necessary based on operational and agency needs.

**Hours:** This position is part-time up to 14 hours per week.

**How to Apply**

Please email detailed letter of interest and résumé to jobs@nscphila.org. Application deadline is June 25, 2019. Please no phone calls.

Nothing in this position description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

NSC does not discriminate in employment because of age, sex, race, religion, national origin, and sexual orientation or for any reason not relevant to the qualifications of the position.