

**JOB DESCRIPTION**  
**JOB TITLE: Data Entry Supervisor**

**DEPARTMENT:** Intake and Placement

**I. POSITION PURPOSE**

Responsible for the data entry and reporting of youth referred to the Agency. Promotes the well-being of children, participates in staff meetings/trainings and coordinates with staff from other agencies involved in providing services to children. Performs the following duties directly.

**II. NATURE AND SCOPE OF RESPONSIBILITIES** include, but are not limited to, the following. Other duties may be assigned.

Responsible for supervising and ensuring accurate entry of all required program information adhering to strict deadlines.

Responsible for supervising the accurate meeting of all deadlines on existing and future reports.

Responsible for working with other units or departments to ensure needed dissemination of relevant information as needed.

Knowledge of Medicaid billing and insurance claims.

Assigns data management special projects and ensures completion and timeliness.

Aids in the development and implementation of new policies and procedures involved in promoting efficiency and timeliness of data collection and reporting.

Attends and/or chairs monthly unit meetings addressing unit issues, changes, sharing of information and offering ideas or solution to unit issues.

Establishes and supervises the maintenance of effective mechanisms to promote timely data problem identification and resolution.

Establishes and maintains effective mechanisms to monitor workload standards, service goals, and priorities.

Ensures accurate and timely submission of data required by DFPS and other contracting or regulatory agencies.

Attends and/or chairs meetings with other departments addressing data entry issues, changes, sharing of information, and offering of ideas or solutions.

Will be required to travel in order to attend meetings, training, or conduct business off site. Must have a valid driver's license and meet agency underwriting standards if driving on agency business. Not required to transport clients.

Refrains from assuming any duty that is unrelated to and/or interferes with the responsibilities of the position.

Advocates, promotes, and practices cultural sensitivity and responsiveness in all day-to-day interactions.

Develops, promotes, and practices teamwork in all activities.

Adheres to Council on Accreditation standards regarding all aspects of information management.

**SUPERVISION:**

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Directly supervises employees as denoted on the Agency Organizational Chart in accordance with federal, state and/or COA requirements.

**III. EDUCATION, EXPERIENCE AND OTHER QUALIFICATIONS**

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, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:**

Bachelor's degree preferred, High School Diploma or G.E.D. required. A minimum of one year experience in data entry operations.

**PRESENTATION SKILLS:**

Ability to read, analyze and interpret common scientific and technical journals, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups and/or Board of Directors.

**FINANCIAL/COMPUTATIVE SKILLS:**

Ability to read and interpret financial statements, budgets, audit reports, etc. Ability to perform basic mathematical operations such as discounts, interest, commissions, proportions, percentage, area, etc. Ability to apply concepts of basic algebra, geometry, and statistics. Familiarity with computers and their capabilities.

**ANALYTICAL ABILITY:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical, graph, chart or diagram form and deal with abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

None.

**IV. 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.

While performing the duties of this job, the employee is regularly required to talk, hear, stand, sit, and walk. The employee frequently is required to use hands and fingers; climb or balance; and stoop or kneel.

The employee must regularly lift and/or move up to 10 pounds, occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

**V. WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the work environment is usually moderate.

**VI. PRINCIPAL ACCOUNTABILITIES**

Responsible for accurate data entry and reporting of Agency youth.

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Employee Printed Name

\_\_\_\_\_  
Date

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Employee Signature