

JOB POSTING DETAILS

Job Title	Data Entry Specialist	Job Type	NA
Job ID	3010	Duration	NA
Date Posted	July 16, 2021	Location	Elliot Lake
		Closing Date	October 8, 2021

Job Overview - Description & Duties

The Information/Referral Data Entry Specialist is responsible to research available resources within the community, East Algoma, including a wide range of social rehabilitation opportunities. The IR-Data Entry Specialist researches and documents accurate information, on a variety of services including Mental Health and Addictions and maintains an events calendar of the area. The IR-Data Entry Specialist must be able to build rapport with service providers and businesses and elicit relevant information. The IR-Data Entry Specialist will maintain and update a database with regard to available resources, events and agencies in the catchment area of East Algoma and Provincial Helplines.

Duties and Responsibilities:

1) Specific:

- a. Reliably staff the Information and Referral desk as scheduled;
- b. Establish rapport with services;
- c. Gather and record data from services;
- d. Verify and update data from service providers and businesses;
- e. Create/Maintain a current event calendar or East Algoma on the database;
- f. Respond to enquiries received through designated email and phone line;
- g. Work cooperatively with staff of in-house, collaterals and all community agencies;
- h. Maintain, update and laminate an East Algoma MH & Addictions organization directory flyers;
- i. Create a caring, supportive, non-threatening environment for a community Information Café.

2) General:

- a. ensure that the premises are maintained with regard to safety and cleanliness;
- b. that supplies are used appropriately and an adequate inventory maintained;
- c. participate in team meetings as required;
- d. keep the Program Director and/or his/her designate informed regarding trends, needs and issues;
- e. perform any duties assigned by Program Director and/or his/her designate.

3) Administration & Community Relations:

- a. collect, compile and maintain statistics as required by the NE LHIN and Ministry of Health and Long-Term Care and your Program Director and/or his/her designate;
- b. adhere to the procedures regarding the financial systems in place;
- c. prepare reports as requested by the Program Director and/or his/her designate;
- d. participate in the planning, procedure, policy and evaluation process as requested.
- e. participate in public awareness projects;
- f. ensure personal behaviours and communications reflect the philosophy and aims of the Program while on Program business;
- g. maintain effective working relationships with other services providers and participate, if requested, in partner agency liaison/round

table meetings;
h.be current regarding services available;
i.participate in fundraising activities if requested.

4) Professional Development: (~5%)

a.pursue activities that will ensure continuing professional growth and development;
b.identify annual professional development goals during performance appraisal process and, in consultation with Executive Director and/or his/her designate, seek out resources for completion;
c.participate in staff meetings and supervision meetings with the Executive Director and/or his/her designate;
d.share with co-workers knowledge and experience gained.

Required Skills

Wanting to gain experience in the Health Sciences field and become knowledgeable of the issues relating to mental health, mental illness, and addictions;
-Organization, Typing, Data Entry Skills, Attention to Detail, Confidentiality, Thoroughness, Decision Making, Independence, Analyzing Information, Results Driven, Energy Level
-Demonstrates skills in conflict resolution, organization, and time management;
- Demonstrates interpersonal skills in developing and maintaining effective working relationships with supervisors, team members, and community colleagues;
- Demonstrated skills in well-balanced judgment and decision making as it relates to the position and able to prioritize;
Flexible and gentle; Observant; Good sense of humor;
Treats people in a respectful and dignified manner, thus supporting and empowering people's independence and growth;
- Demonstrated ability & willingness to work with minimal supervision, on a prescribed schedule including some evenings and weekends.

SPECIAL REQUIREMENTS:

-Excellent computer skills and competency in software applications used by the organization including social media, Internet & e-mail.
-Bilingual in French and English an asset

Other Requirements

The IR-Data Entry Specialist has an obligation to provide information that can assist people to make informed choices. The incumbent is accountable to the Executive Director and/or his/her designate for completing the duties and responsibilities assigned and developed for the position, professionally and in an ethical manner. Accountability to the organization's philosophy and approved decision-making model, with special attention to the psycho-social rehabilitation framework, is the standard.

How to Apply

Interested applicants can email cover letter and resume to Anke Lansky-Johnson at: anke@nscss.com