



Job Description

SAFE Passage Residential Case Manager Data Entry Specialist

Job Title: SAFE Passage Residential Case Manager: Data Entry Specialist
Reports To: SAFE Passage Program Coordinator
Those Reporting To: None

Summary

The SAFE Passage Data Entry Specialist is the primary staff for the provision of data entry and record keeping of homeless youth in the SAFE Passage Program of SAFE Haven of Racine, Inc.

Essential Duties and Responsibilities

General Case Management

Create a healthful atmosphere within the house, conducive to congenial group living.

Enforce program rules, consequences and privileges.

Be available as a source of case management support for all clients throughout shifts in accordance with the SAFE Passage Policy and Procedure Manual.

Complete any non planned discharge according to SAFE Passage Policy and Procedures including all necessary documentation.

Coordinate topics and materials for group sessions with Group Specialist, Program Service Specialist and Intake Specialist.

Collaborate with Group Specialist, Program Service Specialist and Intake Specialist to administer consequences with a special emphasis on positive reinforcement for all clients including but not limited to cards, incentives and rewards.

Data entry and assistance

Enter required data in the Runaway and Homeless Youth Program Management Information Systems well as Homeless Management Information System-Service Point data within 24 business hours.

Enter all monthly statistical information into the Monthly Data Form within 3 business days of the completion.

Complete required Monthly Report Data and submit to Program Coordinator within 48 hours of the last day of the month.

Complete all computer updates weekly including antivirus, antispyware, operating system and data back ups.

Assist in the completion of required grants/reports as directed by the SAFE Passage Program Coordinator.

House Management

Assign daily chores to residents on the chore board on a weekly schedule.

Maintain copies of all forms including but not limited to Intake Forms, Employment Search Forms, Over Night Pass Forms, Petty Cash Forms, etc. for program needs.

Ensure that client files current and former are kept in accordance with the document management procedures.

Coordinate with residents, and as necessary, perform the duty of disposal of all garbage and recyclables to be placed in receptacles on a daily basis.

Schedule and delegate specific tasks for specific residents for a thorough cleaning of the house before the last day of the month and verify its completion.

Verify and document before the end of every shift that client chores have been completed and the SAFE Passage Facility is clean and in compliance with SAFE Passage Policies and Procedures.

Respond to business related telephone communications.

Communications and Meetings

Ensure services are provided in keeping with including but not limited to communication via email, face to face, telephone and communication log.

Attend required staffings and staff meetings.

Other

Continue professional growth through independent study and attendance at training sessions and workshops.

Other duties, as time permits, at the discretion of the SAFE Passage Program Coordinator and/or Executive Director.

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

Experience in the provision of human services very strongly preferred.

Prior agency experience very strongly preferred.

Prior SAFE Passage Case Management experience preferred.

A degree in human services is strongly preferred.

Language Skills

Very good oral communication skills, including active listening skills.

Must be able to read, write and speak English fluently.

Bilingual Spanish language abilities preferred.

Computer Skills

Must possess basic computer skills, including word processing (Microsoft Word), databases (Microsoft Access) and Internet communications.

Prior experience in RHY MIS strongly preferred.

Other

Must be at least 18 years of age.

An understanding of the significance of confidentiality and agreement to maintain this policy in all areas of agency work.

Successful completion of a State of Wisconsin Department of Justice Criminal Background Check.

Must successfully complete the SAFE Haven basic training program within thirty (30) days of hire.

Empathy for people who are often in difficult circumstances.

Excellent problem solving skills and mature judgment.

Must be available to work weekends and holidays.

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.

Must be able to climb three flights of stairs in 90 seconds.

Must be able to handle stress and work well under pressure.

Must be able to keep an emotional distance from the clients.
Must be able to handle crises.

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.

The facility is a community based residential group home in an urban inner city environment. Clients present with many issues including, but not limited to, physical, sexual, and/or emotional abuse, alcohol and other drug use, mental health issues, physical health problems, and problems with family dynamics.

Status

This position is a nonexempt full time salary position not eligible for other employment with SAFE Haven of Racine, Inc. It is the policy of SAFE Haven of Racine, Inc. that no nonexempt employee work more than 40 hours per week.

Required Hours

Supervisors will advise employees of the times their schedules will normally begin and end. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. Under no circumstances is any nonexempt employee to work more than forty (40) hours within a week without prior written supervisory approval.

SAFE Haven of Racine Inc. is an Equal Employment Opportunity/Affirmative Action Employer which affords employment opportunity to all applicants without regard to race, sex, sexual orientation, age, marital status, color, religion, national origin, handicap, disability or status as Vietnam-era or special disabled veterans; and is in accordance with applicable Federal laws and in compliance with the Americans with Disabilities Act.

This job description is subject to addition, amendment, change or revocation at any time without prior notice. The revised information may supersede, modify, or eliminate the existing job description.

A current copy of this job description must be provided to the employee, and maintained in the personnel file.

Signature

Date