

## **Intake and Data Entry Coordinator**

**Our Mission:** The Elizabeth Stone House (ESH) partners with adult and child survivors of domestic violence and related trauma - mental illness, housing instability and substance misuse - to achieve safety, stability, and overall wellbeing, thereby contributing to the strength, resiliency, and health of the community we serve.

**Position Summary:** This position supports the ESH Strong Where You Are (SWYA) community program under the supervision of the Director of SWYA. The primary objective of this position is to streamline the intake and data entry process for the purpose of increasing the speed and quality of services provided by ESH, including but not limited to: individual counseling, case management, support group facilitation and therapeutic childcare.

This full-time position 36 hours per week, Monday-Friday, schedule to be determined by supervisor. Evening hours may be required according to the ESH group schedule; other hours are flexible.

### **Duties to include:**

- Assist community case managers in scheduling and completing participant intakes and entering group participation into Efforts to Outcomes database.
- Maintain weekly meetings with staff to review notes from client intakes
- Assessing the appropriate internal referrals for advocacy, case management, counseling and psycho-educational groups
- Assists the Data, IT, Reporting Manager with activities that ensure compliance with the service activities and reporting outcomes identified in federal and state government contracts and foundation grants, and improve organizational performance in achieving agency-identified outcomes
- Maintain high standards of confidentiality.
- Attend weekly team meetings and additional trainings as needed.
- Additional duties may include: co-facilitating domestic violence and/or relapse prevention support groups, updating and researching media and curricula for groups, researching what curricula are currently being used by other agencies, and obtaining bi-lingual resources for community clients.
- Maintain accurate and complete records in ETO database including daily recording of case notes, points of service, and efforts. Maintain appropriate paper files for program participants.
- Attend and participate in regular individual supervision, case reviews, and staff meetings as well as attend and participate in ongoing professional development workshops and trainings.
- Complete other duties as needed to ensure that program participants are provided with trauma-informed, professional services in alignment with the mission of the Elizabeth Stone House and consistent with ethical, legal, organizational, and funder requirements.

**Qualifications and Requirements:**

- Commitment to expanding knowledge of issues related to trauma, mental health, domestic violence and substance misuse
- Ability to work collaboratively and effectively in an environment that is linguistically and culturally diverse
- Daytime and evening availability
- Proficiency with computers, including ability to use data entry software.
- Ability to work collaboratively and effectively in an environment that is linguistically and culturally diverse, including non-English speaking families, LGBT participants, and all gender identifications.
- Ability to work as a part of a dynamic team and manage multiple, sometimes competing demands.
- Able to climb and descend stairs, to bend and lift up to 30 lbs.
- CORI background check is mandatory; CORI history will be reviewed and may not disqualify candidates.
- Bilingual Spanish/English preferred
- Bachelor's degree in research, administration, human services or related field preferred