



Opening doors to
housing and recovery.

Job Description –Data Entry & Dispatch Coordinator

Reports To: Quality Improvement Manager

Enter data in internal and external databases for the Pima County Housing First Pilot Program. Provide support to outreach team with locating project participants and dispatching calls for program referrals.

Duties and Responsibilities:

1. *Enter Program Data in Internal Database*
 - 1.1. Track and update list of approved participants.
 - 1.2. Enter and track referrals to program.
 - 1.3. Record all project entries and outcomes.
 - 1.4. Gather and enter all required data in the internal database.
2. *Manage the referral line and dispatch outreach.*
 - 2.1. Gather pertinent data from the referring agency.
 - 2.2. Coordinate drop-off with referring agency or dispatch outreach for pick up.
3. *Assist Outreach with locating participants*
 - 3.1. Search local databases to locate project participants.
4. *HMIS Data*
 - 4.1 Enter project data in HMIS.
 - 4.2 Ensure HMIS data entry is timely and accurate.
5. *Other duties as assigned.*

Qualifications:

1. Associates degree or equivalent experience.
2. Two plus years of database or data validation experience.
3. Experience with Microsoft Excel applications.
4. Knowledge and compliance with HIPAA.
5. Ability to present information concisely and effectively.
6. Excellent interpersonal skills and ability to be a team player.
7. Written and verbal communication skills proficiency.
8. Superior time management skills and organizational skills.
9. Working knowledge of evidence-based interventions for persons with a variety of behavioral health concerns, including substance abuse/dependence.
10. Cultural competence in the area of poverty, homelessness, local ethnic groups and the criminal justice population.
11. Personal vehicle for use on agency business, driver's license with proof of insurance.
12. American Sign Language, Spanish Speaking and/or Veteran a plus.