



## **DATA ENTRY AND REPORTING**

### **PURPOSE**

The Data Entry and Reporting volunteer must have a comprehensive knowledge of computers including database management. The Data Entry and Reporting volunteer must be proficient at data entry with specialized programs and will assist with Client Intake as needed. In the role of Data Entry and Reporting, the individual enters data from client documents into the Pueblo Cooperative Care Center computer system for processing and management. The position requires the ability to manage a large amount of information which is sensitive and confidential. The integrity of Pueblo Cooperative Care Center is based on the data produced, which validates the importance of the Data Entry and Reporting volunteer position. All information inputted by this position will be used by other people for statistical reference, reporting and organizational management needs. In the case where the Data Entry and Reporting volunteer needs to assist with Client Intake, the individual greets and interviews clients requesting assistance to determine the eligibility based on program guidelines and restrictions. See the Client Intake volunteer position for additional details.

### **SKILLS**

The Data Entry and Reporting volunteer must maintain a commitment to support diverse individuals in critical need work environment. Skills and qualifications for the Data Entry and Reporting position include:

- a. the ability to express compassion and empathy for those living on a low income, senior citizens, veterans, individuals facing substance abuse, individuals with intellectual or developmental disabilities, the homeless and others;
- b. computer literacy and familiarity with MS Office and database management programs;
- c. attention to detail including knowledge of grammar and punctuation;
- d. ability to work under time constraints;
- e. excellent interpersonal communication methods;
- f. the ability to identify organizational needs and provide recommendations; and
- g. the ability to work in a faith-based, team-oriented environment.

### **SUPERVISOR**

The Data Entry and Reporting volunteer reports to the Executive Director of Pueblo Cooperative Care Center or their designee.

### **DESIRABLE CHARACTERISTICS**

The Data Entry and Reporting volunteer must be reliable, trustworthy, maintain integrity, have patience, be punctual, understanding and empathetic to client needs.



## **RESPONSIBILITIES**

Responsibilities and expectations for the Data Entry and Reporting volunteer position include:

- a. preparing source data for computer entry by compiling and sorting information;
- b. establishing data entry priorities and data management reporting priorities;
- c. processing client source documents by reviewing data for deficiencies; resolving discrepancies by using standard procedures or returning incomplete documents to the designated individual for resolution;
- d. entering client data by inputting alphabetic and numeric information on keyboard or optical scanner according to screen format;
- e. maintaining data entry requirements by following program techniques and procedures;
- f. verifying entered data by reviewing, correcting, deleting, or reentering data; combining data from all areas when information is incomplete and purging files to eliminate duplication of data;
- g. testing client system changes and upgrades by inputting new data and reviewing output;
- h. securing client information at all times;
- i. maintain operations by following policies and procedures; reporting needed changes
- j. maintains privacy requirements by keeping all information confidential;
- k. contribute to Pueblo Cooperative Care Center mission by accomplishing assigned tasks and providing requested results;
- l. ensure work area is safe, clean and organized; and
- m. assist in other work areas at Pueblo Cooperative Care Center as qualified and needed.

## **WORKSITE LOCATION**

326 West 8<sup>th</sup> Street  
Pueblo, CO 81003

## **ORIENTATION & TRAINING**

Every volunteer serving at Pueblo Cooperative Care Center is required to complete a volunteer application prior to starting in any position. Program-specific orientation and job training are provided by the staff at Pueblo Cooperative Care Center followed by on-the-job training with individuals serving in that position. One-on-one mentoring with staff and experienced volunteers will be provided. As warranted, a volunteer may be requested and is expected to attend in-service education sessions as needed.

## **TIME COMMITMENT**

Shifts for volunteers can vary depending on the position an individual is volunteering for. All volunteers are asked for a commitment of a minimum of three and a half (3.5) hours per day, one day per week for six months. An individual's ability to maintain this commitment is expected.

## **MORNING MEETING**

Every volunteer is expected to attend the morning meeting each day they volunteer their services to receive all staff updates and the distribution of current information. Staff, volunteers and invited guests meet every morning, Monday through Friday at 8:40 a.m. to review available



services, discuss upcoming events and activities, address security concerns and share in development activities including presentations, awards, recognitions, birthday celebrations and more. At the conclusion of the morning meeting, those who choose to participate in a prayer gather together and pray. Prayers are offered for Pueblo Cooperative Care Center, its volunteers, individual requests, names listed on the prayer list, clients and their prayer requests obtained from the prayer box. The decision to pray is entirely up to the volunteer and their decision to participate (or not) will be respected and honored. Group prayers are only offered at this time each day.

### **BENEFITS**

Volunteering time to help others helps bring good to a world in need and it gives every volunteer a sense of purpose. Volunteering helps individual's increase and enhance their physical, emotional and spiritual growth and it helps to build up communities both large and small. As a faith-based organization, Pueblo Cooperative Care Center firmly believes that helping others in need is a way to honor God.

The benefits of volunteering are to be self-assessed by each volunteer as they can be both intrinsic and extrinsic in nature. Benefits experienced by volunteering may include but certainly are not limited to:

- a. grounding an individual in their foundational beliefs *and faith* while serving others;
- b. developing and contributing to community resources that further the objective of helping others and the community;
- c. developing skills by working in a team environment and interacting with clients;
- d. contributing to an efficient and high functioning non-profit organization; and
- e. to engage with and develop relationships with community members;
- f. to make new friends in a faith-based environment that believes in the value of all people.

