



## **Child Protection Center, Inc.**

**TITLE:** Assistant Data Specialist and Office Assistant  
**PROGRAM:** CPC Therapy Program  
**SUPERVISOR:** Data Specialist  
**STATUS:** Full Time; Non-Exempt; Safety Sensitive Position  
**SUMMARY:** Verifying and entry of data and preparing various reports and materials for the Clinical Director, Department of Health, CPC Administration and the CPC database. Provide administrative and secretarial support to the agency. Performs routine clerical and administrative work in answering telephones, receiving the public, data processing, coordination of meetings, obtaining supplies and working on special projects. Independent judgement is required to plan, prioritize and organize a diversified workload.

### **Duties and Responsibilities include the following:**

Perform all activities to support the mission, vision and values of the Child Protection Center, Inc.

Collaborate with the CPC Leadership team to meet the goals outlined in the Strategic Plan and to promote a professional and positive work atmosphere at the Child Protection Center.

Utilize a DOH State computer program to manage large amounts of information, including creating and editing simple databases, inputting data, retrieving specific records, and creating reports to communicate the information.

Use computers to enter, access or retrieve data.

Compile, sort and verify the accuracy of data before it is entered.

Compare data with source documents, or re-enter data in verification format to detect errors.

Provides administrative support for special projects to include research, compiling data and preparation of summary reports based on results.

Answers multi-line telephone system, takes accurate messages, and screens and directs telephone calls for management in a professional manner.

Handles and files sensitive and extensive confidential information.

Processes and posts cash receipts in an accurate timely manner according to procedures.

Prepare and create reports, memos, letters and other documents using word processing, Excel, database or presentation software with a high level of accuracy.

Maintains online files in an organized and accessible manner to include updating information, purging files on a regular basis and creating new filing systems as needed.

Inventories and orders office supplies and equipment as directed.

Place, monitor and receive all Amazon and other vendor orders as requested.

Operates standard office equipment efficiently to include:

- multi-line telephone
- facsimile machine
- calculator
- computer with printer
- photocopy machine

Maintain confidentiality of clients, volunteers and agency information while handling sensitive and extensive confidential information.

Adhere to all safety procedures.

Perform general housekeeping to maintain a clean and safe environment.

Performs other related duties as assigned.

**MINIMUM REQUIREMENTS/SKILLS:**

Strong Oral Communication Skills	Diplomacy	Time Management	Filing
Written Communication Skills	Professionalism	Computer Literacy	Keyboard Skills
Telephone Etiquette	Proofreading Skills	Math Aptitude	Organization
Physical Demands (Lift/Move 50 pounds)		Ability to travel	
Level II Background Screening		Professional Conduct and Appearance	

Ability to give full attention to what other people are saying and to actively look for ways to help people.

Ability to adjust actions in relation to other's actions and to manage one's own time and the time of others.

**EDUCATION AND EXPERIENCE:** High School Diploma or Equivalent. College courses preferred. Proficient in Microsoft Office. (Word, Excel, Email)

\_\_\_\_\_ I acknowledge that I have read and can fulfill all of the duties, responsibilities and minimum requirements/skills of the Assistant Data Specialist and Office Assistant.

Signature: \_\_\_\_\_ Date: