

EMPLOYMENT OPPORTUNITY

Housing Data Specialist

This position will support our Housing Program with a focus on our Eviction Prevention Program. The specialist will ensure that files are complete and accurate before vouchers are submitted. This is a fast paced position that requires high proficiency with data entry and a keen attention to detail.

JOB DUTIES INCLUDE:

1. Provide support to Housing Specialist with client data in to agency client database system (EmpowOR).
2. Serve on EmpowOR administrative team and support Housing Program staff in its use.
3. Assist with auditing electronic files for Eviction Prevention program (or other housing programs) to ensure that all required documentation is available and accurate.
4. Connect with Housing Specialists when discrepancies are observed in file audit.
5. Verify and confirm accurate billing and rent request information prior to submission for each file.
6. Work in collaboration with the program coordinator(s) to share information on file audits.
7. Assist with grant reporting for required funding sources.
8. Assist with maintaining internal landlord contact lists.
9. Maintain regular schedule of data reports for management review of data quality and timeliness of data entry.
10. Participate in agency staff meetings and trainings, as required, including weekly Eviction Prevention Program meetings.
11. Other related duties as assigned by management.

QUALIFICATIONS INCLUDE:

Education & Experience

- High School Diploma or GED/HSE minimum required.
- Associate Degree in Human Services or related field preferred.
- Data Entry experience required.

Or a combination of education and experience providing the knowledge, skills, and abilities to perform the work.

License(s) & Certification(s)

- Must have valid driver license and auto liability insurance if personal vehicle is used for work-related travel.

Skills and Abilities

- Bilingual (Spanish/English) desired; additional languages helpful.
- Must have a high attention to detail.
- Strong organization and time management required, with ability to multi-task.
- Ability to maintain confidentiality.
- Critical thinker with strong intuition preferred.
- Ability to review, interpret, and understand guidelines.

- Proficient in Microsoft Office Suite applications, including Excel, Word, Adobe Pro, PowerPoint, and Outlook; experience with HMIS, EmpowOR, and/or other databases a plus.
- Must have strong and effective communication skills (oral and written) to a variety of audiences.
- Working knowledge of standard office procedures and technologies (phone, computer, printer, photocopier, scanner, fax machine) is needed.
- Demonstrated ability to work harmoniously with people from varied cultural, socioeconomic, educational and experiential backgrounds.

COMPENSATION AND BENEFITS

\$15.963- \$19.94 per hour (DOE)

Benefits include:

- Medical & Dental Insurance (including Rx and Vision)
- Life Insurance and AD&D coverage
- SIMPLE IRA Retirement Plan (3% Match)
- Employee Assistance Program
- Voluntary supplemental Cafeteria 125 Plan
- Paid Sick Leave, Vacation, 12 Holidays per year (+2 Personal Holidays per year)
- Health club discounts

(Community Action reserves the right to modify, amend, or terminate any benefit at any time for any reason.)

TO APPLY:

Qualified candidates are encouraged to apply by providing **ALL** items requested. Please submit the following:

(1) Community Action Application* (2) Resume (3) Letter of Interest.

Community Action of Skagit County reserves the right to extend application deadlines and to modify the selection schedule without notice, to form eligibility lists for, or make appointments to, other positions with similar employment requirements. Community Action of Skagit County is an Equal Opportunity Employer. Should you require accommodation in the application process, please contact our HR Department.

**Application forms and job announcements are available at the above address and also at our website,
www.CommunityActionSkagit.org.*