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Job Description - Data Entry Assistant

Connections Early Years Family Centre is a family-centred organization that provides support, resources, and individualized services in French and English to promote the early learning and healthy development of our diverse community of families and their young children (0-6 years old) in Windsor-Essex County.

As the **Data Entry Assistant**, you will support the Infant Hearing and Preschool Speech and Language Programs by completing statistical data entry and administrative duties. Your primary responsibilities will include data input, reception duties, and other administrative support.

Accountability

You will report to the Intervention Program Manager for day-to-day operations and overall, the Executive Director.

Employment Requirements

Hours: 21 hours per week - some evenings and weekends may be necessary
A current Criminal Record Check (including Vulnerable Persons) must be provided.

Qualifications

- Post Secondary education with experience in an administrative setting required
- Proficient in Word, Excel, and Outlook
- Exceptional attention to details, with speed and accuracy
- Excellent oral, written and organizational skills
- Fluency in English; second language an asset

Responsibilities

- Compile and enter data using the case management system and ministry database
- Schedules infant hearing appointments by processing referrals and entering client information into a scheduling system
- Liaison with agency partners and community agencies to ensure accurate data
- Prepare monthly and quarterly reports as required
- Greet families in person and respond to calls on a multi-line phone system
- Support the Infant Hearing and Preschool Speech and Language Programs with administrative tasks such as filing, minute taking and correspondence
- Work as a team member to support all programming and services

Other Duties

- Participate in the planning of Centre and/or program goals, objectives, policies, procedures
- Participate as a member of the team towards development and implementation of team goals
- Participate in continuous learning through attendance at workshops or other learning activities
- Share knowledge with other team members and therefore the organization
- Participate on Centre committees and attend all Centre staff meetings when appropriate
- Maintain and promote a safe and clean working environment
- Report any observed risks or hazards to management personnel
- Provide supervision to students and volunteers as required
- Attend to other matters as requested by the Executive Director

Skills

The incumbent must demonstrate the following skills:

- ability to work in a collaborative team approach internally and in the community
- ability to be flexible, work at a fast pace, prioritize assignments and respond to numerous requests
- ability to concentrate and focus on projects and be detail oriented
- ability to use creative thinking to problem solve and make decisions
- ability to be self-starting and self-motivating

Personal Attributes

The incumbent must also demonstrate the following personal attributes:

- friendly, personable and able to build harmonious working relationships
- ability to exercise good judgment in recognizing scope of authority
- be honest and trustworthy, demonstrate sound work ethics
- be respectful, possess cultural awareness and sensitivity

Physical requirements

The position has the following physical considerations:

- Ability to spend a significant amount of time sitting at a workstation using office equipment
- Physical ability and agility to lift and carry equipment up to 35 lbs.

Environmental Conditions

The Data Entry Assistant workspace is in an open office area, which at times can be noisy with competing demands.

Mental Demands

There are a number of deadlines associated with this position, which may cause stress. This position has minimal sustained direction in carrying out responsibilities and duties.

Connections Early Years Family Centre welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.