



SOJOURNER HOUSE MOMS

Sojourner House MOMS is now accepting resumes for a Data Entry Specialist – 20 to 25 hours a week... responsible for entering new and updated client and account information in a family residential program. Responsibilities may include researching/compiling information between departments and/or outside services. Perform both independently, and as a team. Entering quality data to report and monitor information across one or more programs. Office work includes the use of a computer including word processing. Responsibility for special projects related to department functions. Employee is expected to perform all duties as assigned by supervisor.

REQUIRES:

- AS Degree with 1 year experience working in the mental health and substance use behavioral health field in human services, or related field is preferred. High school diploma or equivalent required with at least two years of applicable paid experience required. D & A program knowledge preferred
- Current/valid Driver's License and ability to drive a 12 passenger van as needed to escort residents within the East End and surrounding communities.
- Experience with using Microsoft Word, email and administrative duties. Working knowledge of common office equipment and procedures.
- Advanced interpersonal, written, and verbal communication skills to establish and maintain good will and good working relationships with staff, clients, family members, other service providers, volunteers, board members, and community representatives.
- Excellent time management skills.
- Flexible to meet the needs of administration and management, and ability to manage multiple tasks.
- Cultural sensitivity and the ability to maintain professional level confidentiality.
- Availability to work Monday – Friday, 8:30 AM —4:30 PM and some required non-traditional hours. Flexibility/open availability a must.
- Position is situated in a community-based residential facility treating addicted women and their children. Possible engagement with high-risk clients with substance abuse, mental illness and communicable diseases.
- Must adhere to Sojourner House's universal precautions and safety procedures including COVID-19 Safety Guidelines (i.e. wearing the appropriate PPE).

SPECIAL CRITERIA:

- Because of program treatment philosophy, persons identified with - or who have been diagnosed with - an alcohol or other drug dependence must be abstinent for at least two years prior to employment and remain abstinent throughout employment. All candidates must be willing to adhere to the Substance Abuse/Drug Free Workplace policy including pre-employment screening.
- Ability to acquire Act 33/34 & FBI clearances (employer reimbursed - after contingent job offer.)
- Must obtain annual TB (PPD) testing (employer reimbursed - after hire.)
- Must attend and participate in all required training (after hire.)

**Qualified candidates are invited to submit a resume and cover letter
to Sojourner House Human Resources: khightower@sjhpa.org**

Sojourner House, Inc. is an Equal Opportunity Employer