



CATHOLIC DIOCESE OF RALEIGH  
POSITION DESCRIPTION FORM



Catholic Charities  
of the Diocese of Raleigh

**Position Information**

Position Title: **Data Intake Specialist**

Department: **Catholic Charities**

Reports To (Title): **Director of Disaster Services**

Work Schedule:  M – F Hours: \_\_\_\_\_ to \_\_\_\_\_  Other: to be determined

Type of Employee (Hours worked per week)  Regular Full Time (≥30)  Regular Part Time (20-29)  Part Time (≤20)  Temporary (varies)

Percentage of Travel Required  0%  10%  25%  50%+

Exemption status (HR use only)	<input type="checkbox"/> Exempt	<input type="checkbox"/> Non-exempt
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**Position Summary**

Summarize the overall function or purpose of this position. This should be a concise description of the job.

The Data Intake Specialist will contact families and work with them to collect the required documentation to determine program eligibility, track the progress of families while enrolled in Catholic Charities programming, and complete the needed paperwork for case closure.

**Duties and Responsibilities**

Indicate as clearly as possible the significant duties and responsibilities that are **essential** requirements of the job. List the duties in order of importance and the approximate percentage of time for each duty. Focus on major responsibilities rather than detailed work routines.

Document Collection and Verification:

- Contact referred families and collect necessary eligibility documents with care and compassion
- Interact with individuals and families in a culturally aware manner
- Verify document authenticity and completeness to comply with program requirements
- Organize and track documentation

30.00
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***Duties and Responsibilities*** continued from page 1

Data Management: - Perform ongoing accurate and timely data entry in designated databases as cases progress through the repair process - Generate reports and track progress through communication with the Catholic Charities team	30.00
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Financial Administration: - Compile, review, and process project invoices for payment - Ensure that all financial transactions are recorded promptly - Assist with submitting invoices and payment reconciliation as needed	30.00
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Other Duties: - Participate in all mandated trainings, meetings, and best practice groups - Attend agency, staff, and community meetings as determined by supervisor - Perform other duties associated with the general responsibilities of this position and/or as assigned by supervisor	10.00
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## Position Qualifications

### Formal Education (minimal level REQUIRED for this position)

- No minimum education level
- High School diploma or GED
- Associates or other 2-year degree including technical/trade school
- Bachelors degree
- Masters or Professional degree (M.B.A., J.D., etc.)
- Doctorate

Degree in specific subject area: \_\_\_\_\_ Degree Type: \_\_\_\_\_  
Concentration: \_\_\_\_\_

### Work Experience (minimum experience REQUIRED for this position)

- Less than 1 year
- 1 - 3 years
- 4 - 6 years
- 7 - 9 years
- 10 + years

Years of specific work experience: Field: Office Support and Bookkeeping Years of experience: 2

### Qualifications

**General Qualifications:**

- Strong organizational and data entry skills
- Demonstrated ability to work effectively and compassionately with a wide diversity of people from different cultural, ethnic, and socioeconomic backgrounds
- Proven ability to be detail oriented
- Proven computer skills including Word, Excel, and other similar applications
- Excellent interpersonal skills and ability to work on assigned projects independently as well as part of a team
- Proficiency in oral and written English

**Special Requirements:**

- Knowledge of and commitment to Catholic social teachings and practices and the mission of Catholic Charities
- Valid NC Driver's License and a vehicle in working order for business use
- Authorized to work in the U.S.

**Preferred:**

- Bilingual in Spanish/English oral and written communications

\*Job responsibilities may involve travel and some work beyond the regularly scheduled workdays, i.e., weekends and evenings, as needed.

## Position Characteristics

### Physical Requirements/ Work Environment

(This section must be completed *entirely*, regardless of position)

	Amount of time spent			
	None	<1/3 of time	1/3- 2/3 of time	>2/3 of time
Lifting greater than 20 lbs.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sitting for extended periods	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Standing for extended periods	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Primarily office work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Primarily outdoor work	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Primarily indoor work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Prolonged exposure to heat/cold	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Prolonged exposure to loud noise	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

### Level of Supervision Received (check the option that best describes the position overall)

<b>Direct Supervision:</b> Supervisor gives specific instructions on all assignments. Work is reviewed regularly for accuracy and completeness.	<input type="radio"/>
<b>General Supervision:</b> Supervisor provides continuing or individual assignments by indicating what generally is to be done, limitations, quality and quantity expected, deadlines, and priorities.	<input checked="" type="radio"/>
<b>Intermittent Supervision:</b> Supervisor makes assignments by defining objectives, priorities, and deadlines. Assists employee with unusual situations. Employee carries out successive steps and resolves problems in accordance with instructions and policies.	<input type="radio"/>
<b>Administrative Supervision:</b> Supervisor sets overall objectives and resources available. Collaborate on deadlines, projects, and work to be done.	<input type="radio"/>
<b>Long-Range Administrative Direction:</b> Employee generally proceeds independently in accordance with general plans, policies, and purposes of the department. Results of work are considered technically authoritative.	<input type="radio"/>

*The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this job. They are not intended to be an exhaustive list of all the responsibilities, duties, and skills required for the position. All employees may have other duties assigned at any time.*