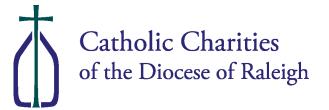


CATHOLIC DIOCESE OF RALEIGH POSITION DESCRIPTION FORM



Position Information

Position Title:	Data Intake Specialist				
Department:	Catholic Charities				
Reports To (Title): Director of Disaster Services					
Work Schedule:		O M−F Hours: _	to 0 0	ther: to be determ	nined
Type of Employee (Hours worked pe		ORegular Full Time (≥30)	Regular Part Time (20-29)	O Part Time (≤20)	Temporary (varies)
Percentage of Tra	vel Required	0%	() 10%	25%	O 50%+
Exemption status	(HR use only)	🗆 Exempt	Non-exempt		

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

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

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

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

Position	Qualifications

Formal Education (minimal level REQUIRED for this position)

O No minimum education level	
High School diploma or GED	
O Associates or other 2-year degree i	ncluding technical/trade school
O Bachelors degree	
O Masters or Professional degree (M	.B.A., J.D., etc.)
O Doctorate	
Degree in specific subject area:	Degree Type:
	Concentration:
Work Experience (minimum e	xperience REQUIRED for this position)
O Less than 1 year	
• 1 - 3 years	
O 4 - 6 years	
O 7 - 9 years	
O 10 + years	

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

Qualifications	
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- 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:

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

⁻ 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.	\bullet	0	0	0
Sitting for extended periods	0	\bigcirc	\bigcirc	\bullet
Standing for extended periods	\bigcirc	\bullet	\bigcirc	\bigcirc
Primarily office work	\bigcirc	\bigcirc	\bigcirc	\bullet
Primarily outdoor work	\bigcirc	$\textcircled{\bullet}$	0	\bigcirc
Primarily indoor work	\bigcirc	0	\bigcirc	\bullet
Prolonged exposure to heat/cold	0	$\textcircled{\bullet}$	0	0
Prolonged exposure to loud noise	0	$\textcircled{\bullet}$	0	\bigcirc

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

Direct Supervision: Supervisor gives specific instructions on all assignments. Work is reviewed regularly for	\bigcirc
accuracy and completeness.	\cup
General Supervision: Supervisor provides continuing or individual assignments by indicating what generally	
is to be done, limitations, quality and quantity expected, deadlines, and priorities.	
Intermittent Supervision: Supervisor makes assignments by defining objectives, priorities, and deadlines.	-
Assists employee with unusual situations. Employee carries out successive steps and resolves problems in	\bigcirc
accordance with instructions and policies.	0
Administrative Supervision: Supervisor sets overall objectives and resources available. Collaborate on	\bigcirc
deadlines, projects, and work to be done.	\cup
Long-Range Administrative Direction: Employee generally proceeds independently in accordance with	~
general plans, policies, and purposes of the department. Results of work are considered technically	\bigcirc
authoritative.	Ŭ

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.