

## **RECOVERY LINK JOB DESCRIPTION**

**POSITION:** Community Link Data Entry  
**REPORTS TO:** Community Link Data Entry Supervisor

### **JOB SUMMARY**

The Community Link Data Entry coordinates the input of all raw Community Link data ensuring accuracy, timeliness, and correctness of data. Responsibilities include data entry, collection of missing/incorrect data, file management, clerical support, and Recovery Link, INC staff relief. The Community Link Data Entry is appointed by the Executive Director and is administratively responsible to the Community Link Data Entry Supervisor.

### **ESSENTIAL FUNCTIONS**

The Community Link Data Entry is responsible to the Community Link Data Entry Supervisor to carry out the following work of the organization:

1. Inputting all appropriate data gathered within the Community Link project.
2. Ensuring data to be entered is accurate, timely, and correct. When data is missing or incorrect, data entry is responsible for collecting the correct data.
3. Ensuring files are filed accurately so that other staff may locate files.
4. Ensuring file cabinets are maintained in an orderly and detailed manner.
5. Providing clerical support to other staff when necessary and possible.
6. Providing coverage for Recovery Link, INC staff during lunch breaks, vacations, sickness, or other time off.
7. Providing timely requests for office supplies and office machine service calls to the Administrative Support Specialist.
8. Develops goals for the future to enhance his/her value to self/organization.
9. Performs other duties as assigned.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

1. Ability to accurately type 58 words a minute.
2. Knowledge of and ability to use Microsoft Word, Excel, and ACCESS. Must also possess ability and willingness to be trained on other software packages.
3. Ability to interface with public and staff, professionally and pleasantly.
4. Ability to use office equipment including the computer/printer, copier, facsimile machine, Dictaphone, postage meter, etc.
5. Must possess good organizational skills and be detail oriented.
6. Must possess effective speaking/writing skills.
7. Must be able to manage several tasks simultaneously.
8. Ability to contribute to group efforts, establish positive relationships with other employees, and seek and accept input.
9. Ability to develop or follow an established timetable for completion of services/tasks.
10. Ability to manage several tasks simultaneously.
11. Ability to complete work in an accurate, neat, timely, and well-organized manner.
12. Must be flexible and able to think outside the box.

13. Willingness to learn the philosophy of recovery and current concepts and best practices for alcohol and other drug (AOD) treatment.
14. Willingness to accept new challenges, learn new skills, and work collaboratively.

**TRAINING AND EXPERIENCE**

1. Individual must possess two plus (2+) years of demonstrated administrative/office experience and computer skills.
2. Must be 21 years of age and possess a high school diploma.
3. Must demonstrate tact and professionalism in working with people.
4. Substantial experience working with diverse, multi-disciplinary, multi-ethnic groups.

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Employee Signature Date

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Supervisor Signature Date