Towards **Employment**

| Position: | **Program Data Assistant** |
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| | **Promoting Access to Credentials and Employment (PACE) Program** |
| Reports to: | **Program Manager / Lead Data Specialist** |
| Supervises: | **None** |

**About Us**

Founded in 1976, Towards Employment is a non-profit leader in providing innovative solutions to move people out of poverty and into quality jobs. Towards Employment has gained local and national recognition for achieving excellent outcomes through the hard work of its dedicated staff of 50+ and a $5.0+ million annual budget – and we are growing! Towards Employment offers a continuum of support to low-income individuals preparing to enter the workforce or looking to advance from low-wage employment while also fulfilling the staffing needs of local employers. For more information on the organization, please visit www.towardsemployment.org.

**Overview**

This position provides data and administrative support related to the career pathway focused PACE program funded through the U.S. Department of Labor (DOL). The position is responsible for work in TE's customized data base system, the DOL data reporting system, and OWCMS (Ohio Works Case Management System). Responsibilities will include verification and data entry of participant information, working with other data staff on required data needs, and reporting.

**Essential Functions**

This position:

- Operates keyboard or other data entry device to enter data into Towards Employment's Commence data management system needed for DOL reporting templates, spreadsheets and data systems
- Enter eligible participants into Commence, ensure information is accurate, maintain and up-to-date case notes
- As needed, enter eligible participants into the Ohio Workforce Case Management System (OWCMS) and maintain up-to-date case notes
- Work with Sr. Manager Data Analytics to review data for accuracy; provides information for monthly contractor progress reports
- Complete case notes in Commence with regards to participant information and ensure information is current
- Identify any data deficiencies and relay to relevant program staff; provide follow up to ensure data is corrected and in compliance
- Assist staff with electronic data input and hard case file maintenance, in compliance with contracted requirements
- Work with TE staff connected to PACE to provide data entry administrative support, ensuring accuracy of input and data to meet contract requirements and report preparation

- Assist with monthly reporting, ensuring data input is complete and accurate to help ensure information is submitted in required timeframe
- Works with Finance department to verify and provide required data for monthly billing roster and invoicing
- File documentation in hard case files as required; identify file deficiencies and relay to the program staff; provide follow up to ensure files are brought into compliance
- Assist if needed to gather required documents from participants, ensuring information is accurately completed
- Perform administrative functions as requested and required which may include but not limited to coverage for front desk, greeting visitors and answering agency telephones
- Perform other duties as assigned

**Qualifications**

Success in this position typically requires:

- Minimum of a high school diploma or GED with at least four years administrative and data entry experience.
- Previous and verifiable database experience, including data tracking and data quality achievement required.
- Must have proficiency with computers, including Microsoft Office, Internet and email.
- Strong organizational, time-management, and problem-solving skills.
- Strong attention to detail.
- Ability to work independently and in teams, be flexible and dependable.
- Must be results-oriented, self-starting, assertive, outgoing, and willing to learn.
- Good written and verbal communication skills.
- Commitment to Towards Employment mission and values.
- Reliable transportation required.