

POSITION TITLE: Coordinated Entry Data Entry Int

DEPARTMENT: WHSC

SUPERVISOR: Melissa Nyberg

QUARTERS: As available

HOURS AND COMMITMENT:

As available during business hours, Monday-Friday 8am - 5pm. Preferred 2 quarter commitment due to extensive training and system-level understanding required.

POSITION SUMMARY:

Coordinated Entry is the point of entry into housing systems for community members experiencing homelessness in Whatcom County. The Coordinated Entry team facilitates referrals for program services and referrals as well as works with local

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Completing data checks - this includes reviewing completed data entry by staff for accuracy
- Entering data into system utilized for providing services and/or reporting for the

DESIRABLE SKILLS:

- Passion and vision for equitable delivery of services
- Ability to plan and complete work independently and timely
- Ability to communicate effectively

TRAINING:

To be provided upon internship acceptance.

PHYSICAL REQUIREMENTS:

Sitting, Standing, Walking, Lifting: less than 25 lbs., Carrying: less than 25 lbs.
Comfortable with virtual platforms and databases.

VOLUNTEER REQUIREMENTS:

Intern must have experience working with people from all backgrounds. Must have experience working with others in office or equivalent environment. Excel and computer experience required.

WORKING CONDITIONS:

Work is generally performed in busy office environment with possibility of remote opportunity for the appropriate situation/duties.

BENEFITS:

- Builds valuable experience for certain university majors (Human Services, Psychology, Sociology, etc.)
- Letters of recommendation can be provided after a minimum of 3-month

APPLICATION DEADLINE: Example: Open until filled

TO APPLY: Apply online at <http://www.oppco.org/how-to-help/>, please specify "Position Title" in the "Special Skills" section of the application.