

HONOLULU COMMUNITY ACTION PROGRAM, INC.

POSITION DESCRIPTION

POSITION TITLE : LIHEAP Computer Data Entry Aide
PROGRAM : LIHEAP
GRADE : Temporary (June-August)
REPORT TO : LIHEAP Coordinator
SUPERVISES : None

INTRODUCTION

The LIHEAP Computer Data Entry Aide will review documents and input/retrieve data on a personal computer to the program.

CORE COMPETENCIES:

1. Communications - Must be able to communicate and work effectively with people of diverse social, economic, and racial backgrounds. Must have the ability to read and write English at a high school level.
2. Teamwork – Has the ability and desire to work cooperatively with others on a team and as appropriate as a team leader. Demonstrates interest, skill, and success in getting groups to learn to work together.
3. Problem Solving – Has the ability to systematically identify and define a problem, determines the cause of the problem, identify, and prioritize and select alternatives for a solution, and implement.
4. Decision Making/Problem Solving/Analytical Ability – Able to make difficult and appropriate decision in a timely manner.
5. Self-Development – Has the ability to demonstrate self-initiative and motivation for continuous learning, personal development and personal growth.

ESSENTIAL POSITION RESPONSIBILITIES: includes the following, other duties may be assigned:

- Performs general data entry activities (inputting/retrieving information) from a variety of source documents.
- Types, proofreads and prepares reports.
- Reviews documents for completeness and accuracy and have the ability to work independently to meet deadlines.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION:

High school diploma or equivalent.

EXPERIENCE:

One year general clerical experience with data entry, typing experience, and computer literacy in excel and access.

SUBSTITUTION:

Clerical experience may be substituted for education on a year-to-year basis.

REQUIRED SKILLS, KNOWLEDGE & ABILITIES:

- Able to maintain a high level of confidentiality
- Ability to operate a personal computer
- Ability to interpret and operate customized computer programs.
- Knowledge of word processing, spreadsheet and data base management applications
- Must be able to read, write and speak in Standard English
- Must be detailed oriented and have the ability to type and review documents with accuracy
- Able to work independently, as well as in groups
- Must be able to communicate and work effectively with people of diverse social, economic and racial backgrounds

DESIRED SKILLS, KNOWLEDGE & ABILITIES:

Bilingual/bicultural skills, preferably in Marshallese, Chuukese, Samoan, Filipino, Korean, Laotian, Vietnamese, Japanese, or Chinese

PHYSICAL DEMANDS/WORKING CONDITIONS:

	Never/ Rarely	At Times	Often/ Constant
Work Locations: in doors			X
Work Locations : outdoors		X	
Work Locations : sitting			X
Walking/standing		X	
Bending/crouching/reaching, etc		X	
Lifting/carrying - light (up to 10 lbs)		X	
- medium (11 to 20 lbs)		X	
- heavy (over 20 lbs)		X	
Contact with hazardous materials	X		
Dust, smoke, odors, noise, etc		X	
Travel - inter-island	X		
Travel-lond distance (mainland, international)	X		
Use standard office equipment (including PC keyboard)			X