

**ORANGE COUNTY ASIAN AND PACIFIC ISLANDER COMMUNITY ALLIANCE
OCAPICA
JOB ANNOUNCEMENT**

Title: Temporary Data Entry Specialist

FLSA: Non-Exempt – Full time

Pay Range/ Rate: \$25 - \$29/hr

Division: Mental Health- Project FOCUS (FSP/W)

Supervisor: Program Director

Revised: October, 2024

Summary

The Data Entry Specialist will ensure program compliance with and implementation of all data entry, collection and billing requirements. The Full Service Partnership Wraparound (FSP/W) program focuses on serving underserved, Asian American and Pacific Islander children, youth and transitional age youth (0-25 years old) who have severe mental illness (SMI) or severe emotional disturbances (SED). This program provides culturally and linguistically competent, family-centered, strength-based, and need-driven models of care, where enrollees identify their needs and strengths while working with care teams as equal partners.

Essential Functions

- Enter data for the two sites.
- Complete all data entry in IRIS, and Exym systems.
- Ensure all progress notes/encounter documents from all staff members are accurately entered into Exym EHR
- Export billing claims from Exym into IRIS system.
- Provide data processing support to meet all data and billing requirements of the County and other regulatory agencies.
- Maintain all information systems for the program.
- Maintain required systems to collect/report data requested by management and County.
- Maintain timely and accurate documentation of service contacts in accordance with agency, county and state guidelines and standards.
- Troubleshoot any systems issues directly with IRIS, or Exym to ensure accuracy.
- Generate staff productive reports for review by the Director.
- Participate in staff meetings, trainings, case conferences, peer review meetings, and supervision sessions.
- May perform basic statistical research and writing projects involving data collection, summarization, analysis and design.
- May coordinate development of mental health services data and information,
- May perform any other functions as needed by management and agency.

Minimum Qualifications - Knowledge, Skills and Abilities Required

- Bachelor's degree with strong computer skills.
- Demonstrate knowledge of and sensitivity towards various Asian and Pacific Islander cultures
- Ability to work in a multidisciplinary team inclusive of other staff, other community agencies, participants, family members, and etc.
- Excellent verbal and written communication skills.
- Ability to keep accurate records and prepare reports, detailed oriented and good organizational skills.
- Ability to be proficient and timely with required paperwork.
- Must be able to work collaboratively with other agency partners.
- Must possess interpersonal skills and ability to maintain professional boundaries.
- Current and valid California Driver's License, car insurance, and reliable transportation.
- Ability to do some travel for conferences, meetings, trainings, and data collections at other API sites.
- Occasional weekend, evening and on-call hours as needed. Ability to work flexible schedule.
- Verification of employment eligibility and Background Check required.
- Regular attendance required.

Desired Qualifications - Knowledge, Skills and Abilities

- Bicultural and bilingual in any Asian and Pacific Islander Language is recommended
- Ability to be flexible and take initiative

Supervisory Responsibilities

No supervision of employees will be required at this time.

Environmental Conditions (Working Conditions)

The environment for this position is an office environment (may include shared office space), and community (field) based settings. Driving in all weather conditions required.

Physical Requirement

In the course of performing this job, the incumbent typically spends time sitting, standing, driving, walking, typing, filing, listening, speaking, and light lifting.

Mental Requirement

The incumbent in this position must be able to accommodate for any/all of the following: tolerance for distractions and interruptions, uncontrollable changes in priorities/work schedules. They must also be able to process information, think, and conceptualize in a clear and timely manner.

Application Process

Application deadline: Until filled.

Please e-mail or fax a cover letter, resume and 3 professional references (past supervisors including e-mail address and phone number) to: Julia Bao Le: E-mail: careers@ocapica.org

FAX: (714) 636-8354

Please ensure that the email subject has the job title: **Temporary Data Entry Specialist**

No phone calls please.

Agency Background

OCAPICA was established in 1997 as a nonprofit organization with a specialty in serving the diverse Asian American and Pacific Islander communities. Since then, OCAPICA has expanded and serves all communities, especially low income communities through several different programs in health, mental health, workforce development, policy and civic engagement, youth development, and education. OCAPICA has more than 90 employees that speak 24 languages and serve more than 40,000 community members a year.

OCAPICA is an Equal Opportunity/Affirmative Action Employee