



## DATA ENTRY CLERK

Mission Statement	Women's Resource Medical Center of Southern Nevada exists to save the lives of unborn children by sharing the love of Jesus Christ through spiritual, physical, emotional and educational support of our clients.
Objective	Data Entry Clerk is responsible for compiling and updating client file information into internal database.
Key Responsibilities	<ul style="list-style-type: none"> <li>• Prepare, compile and sort documents for data entry.</li> <li>• Check documents for accuracy.</li> <li>• Verify and correct data where necessary.</li> <li>• Update data and merge unnecessary files.</li> <li>• Scan documents into client services database</li> <li>• Check completed work for accuracy.</li> <li>• Comply with data entry integrity.</li> </ul>
Reports To	<ul style="list-style-type: none"> <li>• Client Service Manager</li> </ul>
Personal Development	<ul style="list-style-type: none"> <li>• Develop "team-mindset" to create a cohesive process</li> <li>• Consistent follow through on commitments</li> <li>• Self-motivated &amp; emotionally healthy</li> <li>• Able to handle ministry pressures</li> <li>• Faithfulness and confidence in the Word of God with the ability to speak truth in love</li> </ul>
Skills and Qualifications	<ul style="list-style-type: none"> <li>• High school diploma or equivalent</li> <li>• Personal, professional and public integrity</li> <li>• Grammar and spelling skills</li> <li>• Strong interpersonal skills</li> <li>• Ability to work in fast pasted setting</li> <li>• Detail -oriented</li> <li>• Excellent time management and organizational skills</li> <li>• Ministry experience and/or community involvement (a plus)</li> </ul> <p>Bilingual (a plus)</p>
Prerequisites and Requirements	<ul style="list-style-type: none"> <li>• Meet with Client Service Manager for initial direction</li> <li>• Willing to complete a background check</li> <li>• In agreement of WRMCSN statements: Mission/Faith/Vision/Commitment/Principal/Care</li> </ul>



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	<ul style="list-style-type: none"> <li>• Willing to complete Personal Advocate Training</li> <li>• Attend mandatory Volunteer In Service Trainings (minimum of 2 trainings, per year)</li> <li>• Participate in Quality Assurance Reviews via Reverse Shadow Methods and apply recommendations</li> <li>• Adherence to all applicable policy and procedures of WRMCSN</li> </ul>
Time Commitment	<ul style="list-style-type: none"> <li>• Tue, Fir &amp; Sat (3 to 4 hrs. intervals) Minimum of 8 hours per month</li> <li>• 6 month commitment</li> </ul>

I understand the responsibilities and qualifications of this position, and agree to fulfill them to the best of my ability and that I will receive support and appreciation from WRMCSN staff.

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 Volunteer name (Please print)      Volunteer Signature      Date

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 WRMCSN Staff Partner (Please print)      WRMCSN Staff Partner Signature      Date