

Wood County Committee on Aging, Inc. Position Description

Position: Data and Systems Specialist

Index Number: 202

Reports to: Finance Director

Purpose: Maintain accurate documentation of service and client records.

Responsibilities to include:

1. Complete data entry, analysis/reconciliation and record maintenance on the following systems;
 - a. WellSky software.
 - i. Keep up to date client records.
 - ii. Input monthly data from sites & Social Service Department to report to the Area Office on Aging of Northwestern Ohio (AOoA).
 - iii. Use data to support monitoring visits.
 - b. PASSPORT/MyCareOhio(Medicaid waiver program);
 - i. Handle daily calls from PASSPORT/MyCareOhio case managers regarding new & existing clients.
 - ii. Input monthly data from sites to prepare PASSPORT/MyCareOhio billing.
 - iii. Work with Director of Social Services on PASSPORT/MyCareOhio reimbursable billing, as appropriate
 - iv. Maintain records and ensure compliance with PASSPORT/MyCareOhio “conditions of participation” with required documentation/recordkeeping.
 - c. MSC (MySeniorCenter touch screen & software)
 - i. Monitor / verify client records, maintained in the WCCOA database (MySeniorCenter).
 - ii. Maintain, train and troubleshoot system as necessary.
 - iii. Use data to compile reports.
2. Provide support to the Executive Director, Director of Food Service, Manager of Human Resources and Site Managers in processing accurate documentation in each of the systems.
3. File and maintain documentation to support data entry for billing purposes.
4. Act as liaison to the third party managed IT services and support company. Provide minor technology support including;
 - a. Set up and train computer log-in and e-mail for new staff.
 - b. Troubleshoot computer issues before initiating a service call to outside source.
5. Update and maintain WCCOA website, as assigned.
6. Develop, maintain, and update the annual campaign donor database and other informational summaries, as assigned.

7. Process and record incoming cash and checks received on a daily basis in accordance with fiscal policies and procedures.
8. Maintain daily log of cash receipts.
9. Attend approved conferences and workshops for professional development.
10. Perform other duties as assigned.

Qualifications and Essential Skills:

Education requirements: High School diploma required. Computer knowledge including Microsoft Office and Google Suites, and proficiency required. Must demonstrate effective communication skills.

Minimum Requirements:

Must have a proven record of working harmoniously with older adults as well as colleagues. Must be eligible for bonding and insurable under agency policy. Must possess a valid Ohio Driver's license with proof of auto insurance (state minimum). Must meet the requirements contained in Ohio Administrative Code (OAC) 173-3-06.6 (B)(3). Compliance shall be reviewed not less than annually. Must successfully complete Bureau of Criminal Investigation (BCI) records check, as defined in OAC 173-9-01.

Abilities Required:

Must demonstrate fluency in English, both written and oral. Must be able to lift a minimum of 50 pounds consistently.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of this position. This description shall not be construed as declaring the specific tasks and responsibilities. It is not intended to limit, or in any way modify the rights of any supervisor to assign, direct, and control the work of employees under their supervision. The use of this particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Note: Responsibilities are not listed in any defined order or priority, but are requirements of the position.