

# DATA ENTRY SPECIALIST

**Start Date: 9/9/2019**

**End Date: 9/23/2019**

If you are interested in applying, please submit your cover letter and resume to **Jennifer Rossell** via email: [JRossell@cnswfl.org](mailto:JRossell@cnswfl.org).

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**Resumes must be received by end of business (5:00 pm) Monday, September 23, 2019**

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- Children's Network of Southwest Florida, LLC does not discriminate on the basis of age, race, national origin, gender, religion, veteran status, or disability in employment, in provision of services, or in access to programs.
- Children's Network of SWFL is an Equal Opportunity Employer, Drug Free Workplace.
- Children's Network is an E-Verify Participant; Pre-Hire background checks are mandatory.

## **MINIMUM REQUIREMENTS**

### **Education / Experience / Certification**

- ◆ High School Diploma and two (2) years of related experience and/or training; or equivalent combination of education and experience.
- ◆ Experience entering data into the FSFN (Florida Safe Families Network) system is preferred.
- ◆ Strong problem solving and decision making skills.

### **General Purpose of Job (Full job description will be provided upon interview)**

- ◆ The purpose of this job is to gather, track, properly input and record child welfare information for the Children's Network of Southwest Florida, LLC. This position also provides administrative supports for various Utilization Management functions.
- ◆ Scan Documents into ASK
- ◆ Provide coverage when the Receptionist/AA is out on sick leave or on vacation, as well as other times that the Receptionist/AA may need coverage

### **Certificates, License, Registrations, background checks, drug screens**

- Valid driver's license required
- Driver's license check is required
- No special certification or registration is required for this position
- Drug Screening is required
- E-Verify (US Citizenship Verification) is required
- Criminal background screening mandatory (Local Law/FBI/FDLE)
- Annual Tuberculosis testing is a requirement

If you are currently an employee of Children's Network of Southwest Florida, LLC, or one of our Case Management Organizations, it is necessary that you notify your current Supervisor, prior to applying

