



Stone House makes a difference in our community by caring for and protecting adult and child survivors of domestic abuse, and helping them rebuild safe, secure, independent lives of purpose and self-fulfillment.  
[www.stonehouseinc.org](http://www.stonehouseinc.org)

## Stone House Intake and Data Entry Coordinator

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### Job description

This position supports the Stone House community programs and services under the supervision of the Supervisor of Community and Immigration services. The primary objective of this position is to streamline the intake and data entry process for the purpose of increasing the speed and quality of services provided by Stone House, including but not limited to: individual counseling, case management, support group facilitation and therapeutic childcare.

### Duties include:

#### Primary Responsibilities:

- Assist community case managers in scheduling and completing participant intakes and entering group participation into ETO (Efforts to Outcomes)
- Maintain weekly meetings with staff to review notes from client intakes
- Assessing the appropriate internal referrals for advocacy, case management, counseling and psycho-educational groups
- Assists the Data, IT, Reporting Manager with activities that ensure compliance with the service activities and reporting outcomes identified in federal and state government contracts and foundation grants, and improve organizational performance in achieving agency-identified outcomes
- Maintain high standards of confidentiality
- Attend weekly team meetings and additional training as needed.

- Additional duties may include: co-facilitating domestic violence and/or relapse prevention support groups, updating and researching media and curricula for groups, researching what curricula are currently being used by other agencies, and obtaining multilingual resources for community clients.
- Maintain accurate and complete records in ETO database including daily recording of case notes, points of service, and efforts. Maintain appropriate paper files for program participants.
- Attend and participate in regular individual supervision, case reviews, and staff meetings as well as attend and participate in ongoing professional development workshops and training.
- Complete other duties as needed to ensure that program participants are provided with trauma-informed, professional services in alignment with the mission of the Stone House and consistent with ethical, legal, organizational, and funder requirements.

#### **Requirements and Qualifications:**

- Commitment to expanding knowledge of issues related to trauma, mental health, domestic violence and substance misuse
- Ability to work collaboratively and effectively in an environment that is linguistically and culturally diverse
- Daytime and evening availability
- Proficiency with computers, including ability to use data entry software.
- Ability to work collaboratively and effectively in an environment that is linguistically and culturally diverse, including non-English speaking families, LGBT participants, and all gender identifications.
- Able to climb and descend stairs, to bend and lift up to 30 lbs.
- CORI background check is mandatory; CORI history will be reviewed and may not disqualify candidates.
- Bilingual Spanish/English preferred
- Bachelor's degree in research, administration, human services or related field preferred

#### **Additional Qualification Requirements:**

To perform this job successfully, an individual must be able to perform each essential function in a satisfactory manner. The requirements listed above are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Requirements:**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Finalists for the position should be prepared to show proof of valid, complete COVID-19 vaccination status.

**COVID-19 considerations:** All Staff must wear a mask during work hours and must be fully vaccinated against COVID-19.

**Job Type and Hours:**

Full-time. 40 hours per week, Monday - Friday, schedule to be determined by supervisor. Evening hours may be required according to the Stone House group schedule; other hours are flexible.

**Salary range:**

Annual salary range for this position is \$45,000 to \$48,000 annually depending upon skills and experience. Generous Health Insurance and Disability Benefits available.

**Diversity and a Commitment to a Quality Workplace.**

Stone House is an Affirmative Action and Equal Opportunity Employer. We are committed to fair and impartial treatment in all our relations with employees, as well as applicants for employment, to recruit, upgrade, train, and promote in all job titles without regard to race, color, gender, gender identity or expression, sexual orientation, religion, age, national origin, disability, marital status, protected veteran status, genetic information, or any other legally protected characteristic. In addition, Stone House complies with applicable state and local laws prohibiting discrimination in employment in each jurisdiction in which it maintains facilities. Managers base employment decisions on the principles of Equal Employment Opportunity, including but not limited to decisions concerning recruiting, hiring, upgrading, and downgrading, discharge, training, promotions (in all job titles), compensation, benefits, layoffs, returns from layoffs and social and recreational programs. The intention behind our policy is to provide an equal employment opportunity program that will simultaneously serve the requirements of society, the law, sound business practices, and individual dignity. By this program, Stone House wishes to ensure that all employees can make their maximum contribution to Stone House and to their own career goals.