

## **Data Entry Specialist (NFJP) – Milwaukee, WI**

**JOB CODE: WI006**

**Schedule: Full Time**

**Work Status: Temporary (Limited Term Employment)**

**Salary: \$14.50 - \$18.13, based on experience**

**Location: 2701 Chase Avenue, Milwaukee, WI 53207**

### **We Invite You to Join UMOS' Diverse & Dedicated Team**

**Earn up to \$3,000 in incentive pay during your first year of employment!**

Are you a motivated, results-oriented candidate seeking to put your talents, skills, and experience to work as part of a mission-driven, customer-focused organization? If so, we invite you to join UMOS' diverse and dedicated team of over 1,000 professionals making a positive difference across more than 60 offices in seven states. Whether you are passionate about facilitating early childhood development; providing training and career planning for a parent; aiding a farmworker in accessing basic needs and new opportunities; educating at-risk individuals in HIV prevention; or supporting those fleeing domestic violence or human trafficking, UMOS is the place where you can fulfill your passion for helping families, businesses, and communities build better futures.

**[CLICK HERE TO APPLY FOR THIS JOB.](#)**

### **Benefits**

To support its team members, UMOS offers highly competitive compensation as well as a benefits package including:

- Paid time off that increases over your years of service
- 12 paid holidays annually
- A robust range of insurance covering health, dental, vision, life, short- and long-term disability, and accidental death & dismemberment
- The options are to establish either a Health Savings Account or Flexible Spending Account, which can be used to cover deductibles, prescriptions, and other healthcare expenses
- A variety of support services to promote well-being through the employee assistance program
- Retirement plan options, including 401(k) and Roth IRA, allowing you to make pre-tax or after-tax contributions. For those participating in the 401(k) Retirement Plan, UMOS annually contributes at least 3% of employees' eligible compensation

## **Diversity & Equal Opportunity**

UMOS is proud to be an Equal Opportunity Employer, and encourages qualified candidates of all backgrounds to apply, irrespective of race, ethnicity, color, religion, sex, national origin, sexual orientation, marital status, disability, age, parental status, and military service, or any other status protected by federal, state, or local law. In fact, 78% of senior management positions are held by people of color and women.

## **Apply for this outstanding opportunity today!**

The Data Entry Specialist is responsible for data entry activities for the WIOA (Workforce Innovation and Opportunity Act) Adult Title I, Section 167- National Farmworker Jobs Program (NFJP). Will report on program progress in the implementation on federal regulation and program process/policies in relation to tracking participant during follow up and retention period. Will use tracking, verification, and monitoring system tools. Will assist in training plans and/or train staff to meet program performance measures, goals, and objectives.

### **Primary Responsibilities:**

1. Perform timely, data entry of NFJP/CCR intakes, participant timesheets, upload of case documents and reviews exited participants cases using the UMOS Database System or other designated UMOS system in performing ongoing retention (follow up) services to participant that have exited WIOA, capturing/documenting employment earnings or current enrollment in post-secondary education.
2. Prepare and maintain records and case files, proper documentation of services provided, narratives of client contacts, or relevant correspondence. Monitor and record clients' progress in case notes to ensure that goals and objectives are met.
3. Responsible for collecting supplemental wage data by utilizing proper forms (Employment Verification Form and Consent for Release of Information) to fax/email to employers; track all faxes/emails for supplemental wage data and attempt other methods (check stubs, The Work Number, Clearing House, phone call, etc.) of collecting information if employer does not respond. Uses various tools/strategies to verify employment (i.e., The Work Number, Clearing House, etc.).
4. Conduct Follow-Up Interviews with participants and identify the appropriate information to collect (i.e., new address, phone numbers, additional contact information, and supplemental wage information) and provide job leads/employment referrals if unemployed and seeking employment.
5. Maintain an awareness of socioeconomic factors bearing on unemployment, local labor community problems, and/or resources relating to the labor market.
6. Acts as liaison between active and exited participants, employers, post-secondary institutions, community agencies and program staff.
7. Assist with data collection and reporting requirements under the NFJP/CSBG in coordination with MIS including data review and validation, error correction to ensure timely response to internal/external customer/funding source information/reporting needs.
8. Participate in "clean-up" systems projects or large-scale systems-related errors and provide current, accurate systems-related manuals and/or updated policy/procedures to program staff.
9. When necessary, assist program staff order supplies for assigned offices, filing, mailings, phone calls, and routine tasks.
10. Attend meetings, conferences, workshops/trainings, and workshops as assigned.

## **Qualifications:**

1. Minimum of a High School Diploma (or equivalent) supplemented by one year of post-secondary education, in a relevant field. Note: Additional years of work experience in a relevant field can be substituted for one year of education.
2. At least 1-year experience in quality control, auditing, case management or related field.
3. Excellent communication (both written and verbal) and organizational skills.
4. Bilingual, English, and Spanish, PREFERRED.
5. Basic computer skills; good oral and written communication skills.
6. Good computer skills working with Microsoft office suite.
7. Ability and willingness to travel and work irregular evening hours occasionally.
8. Must have own transportation, possess a valid driver's license, and have adequate insurance.

[CLICK HERE TO APPLY FOR THIS JOB.](#)

*UMOS is an equal opportunity Affirmative Action employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*