

SENIORS FIRST, INC. JOB POSTING

DATA SPECIALIST

Veterans Preference

Job Summary: Processes and maintains all electronic client data. Coordinates activities between various functions to ensure proper flow of data. Maintain accurate records and reports that adhere to internal and any relevant external policies and procedures. Responsible for timely data entry of client information and service units provided for the agency, both within the department and interdepartmentally. High school diploma or equivalency. Strong knowledge of MS Office Suite, including but not limited to Word, Excel, and Outlook. Must be able to learn other software programs required by the department and/or agency. Sufficient mobility and strength to ambulate and move throughout facilities. Requires the ability to independently access any type of office or private residence. Able to sit for long periods of time. Requires frequent walking, standing, stooping, lifting to approximately 15 pounds, and occasional lifting of up to approximately 35 pounds. Other limited physical activities are required.

Essential Functions

Coordinates with the Meals on Wheels department all data entry to be completed for the timely processing of client meals; Serves as back for generating daily meal purchase order and sending to food provider; Responsible for reconciliation of Monthly MOW meal numbers with food provider; Assists in the monitoring of overall production statistics for Meals on Wheels, EMOW, and OAA Case Management; Maintains Case Manager Logs and reconciles and posts units of service monthly; Generates and reviews the Meals on Wheels source documentation.

Coordinates with Neighborhood Lunch Program (NLP) staff all data entry of new client information, nutrition screening, and unduplicated client information in CIRT (State) systems; Assists in the monitoring of overall production statistics for the Neighborhood Lunch Program; Serves as back up for daily NLP data processes and meal order.

Prints and distributes in-house reports including closeout reports from local (AIMS/SERVTRACKER) and State (CIRT) databases; Ensure monthly process of the adjustments to AIMS/SERVTRACKER and CIRT and send reports to Finance; Provides ad hoc reporting as necessary in acceptable format, either direct system reports or Excel.

Provides assistance to various monitoring agencies during program monitoring visits (i.e. gathering and assisting with source documentation, tracking units, etc.); Responsible for the timely entering of assessments into CIRT for all OAA funded clients including maintaining a status log that records when assessments are due, received from operations areas, and completion dates. This includes enrollments and updates to client records. Responsible for the timely communication and follow-up of errors, issues or missing information.

Related Functions/Skills/Abilities

Provides back-up as scheduled to the receptionist during paid time off or on other occasions as required. If bilingual, helps provide backup for Spanish calls when no one is available. Analytical; Ability to troubleshoot; Efficient typing and data entry. Able to identify problems, gather data, establish facts, select a reasonable solution and take decisive action. Excellent organizational skills and a strong attention to detail. Ability to handle multiple projects with demonstrated time management skills. Demonstrated ability to work under pressure and meet deadlines. Ability to handle difficult and stressful situations and react in a calming manner.

This is a full-time position working Monday – Friday at 40 hours a week.

Position Opens: August 7, 2026 Position Closes: September 7, 2026

All applicants must be able to demonstrate ability to pass a pre-employment drug test, driving record check, and a Level 2 background screening (see <https://info.clearinghouse.com>).

All interested applicants should apply at: hr@seniorsfirstinc.org. Internal applicants see HR.

Seniors First is a... DFWP/EOE/Veteran/Disability

Qualified individuals with a disability have the right to request reasonable accommodation to our paper application process. If you are unable or limited in your ability to complete the application as a result of your disability, request a reasonable accommodation by contacting, Human Resources, 407.292.0177 or hrlevel2@seniorsfirstinc.org, informing us regarding the nature of your request and providing your contact information. **Please do not direct any other general employment related questions to this email and/or phone number.** Only inquiries concerning a request for reasonable accommodation will be responded to from this e-mail address and/or phone.