



Job Description – Human Resources Data Manager

Organization Type: Faith-Based Nonprofit (Street Ransom is a ministry of Straight Street Roanoke Valley Inc.)

Program: Street Ransom's Residential Program, The Lampstand

Position Type: Full-Time

Department: Administration

Direct Report: Program Director

Location: Greater Roanoke Valley Area, not remote

Hours: 40 hrs/week

Benefits: Accrued paid time off; no other benefits are offered at this time

Travel Requirements: Minimal

Driving Requirements: Must have access to reliable transportation; satisfactory driving record necessary

Physical Requirements: Must have the ability to administer physical restraints.

Education & Experience: A High school diploma or General Education Development (GED) certificate with minimum two years of clerical experience in a business office.

Job Responsibilities

Responsibilities include but are not limited to the following:

- Answer phone, check phone messages, and disseminate messages in a timely manner
- Process mail, incoming and outgoing
- Assist the Director in tracking expenditures; review and confirm accuracy of invoices for approval of payment, coordinate with vendors
- Assist in the preparation of official documents related to personnel, budget, and program performance; manage payroll tasks
- Assists in creating a welcoming shelter environment
- Maintain accurate and timely program statistical data to meet reporting requirements; enter data and generate reports
- Maintain records and organization of files on volunteers, interns, staff, and residents
- Participate effectively as a team member through communication, cooperation, information sharing and problem solving
- Handle sensitive and/or confidential documents and information where judgement and discretion are essential
- Regular and predictable attendance
- Any other tasks or duties as assigned
- Abide by Policies & Procedures as dictated by DSS and in Staff Handbook for handling data & files
- Keep track of meeting notes and documentation for staff supervision meetings, annual evaluations, staff meetings, and staff disciplinary meetings



- Organize and keep files documenting meeting or individual sessions for the purpose of education, sharing professional experience, reinforcing policies, introducing new policies, demonstrating competence, and consultation

Develop and Model Healthy Living for Volunteers and Staff:

- Maintain an active and growing relationship with Jesus
- Speak the truth in love
- Lead by example in modeling a healthy lifestyle in body, soul, and spirit
- Develop intentional connections with the program participants and staff members
- Represent Street Ransom in a positive and professional way to the general public
- Provide direction and encouragement to volunteers
- Maintain a flexible & positive attitude

Qualifications:

- Highly preferred fluent in Spanish & English
- Demonstrate a desire for spiritual growth as evidenced by his/her prayer life, Bible study, and spiritual outreach to others
- Be a Christian role model in attitude, speech, and actions toward others. This includes being committed to God's biblical standards for sexual conduct (1 Corinthians 6:18-20)
- Experience and skill using office equipment, including calculator, copy/fax machine and computer to enter data and create reports in databases and word processing software
- Ability to effectively communicate verbally and in writing
- Strong organizational skills and attention to details
- Ability to interact effectively as a team member and independently with shelter staff and residents
- Ability to remain calm in stressful and/or emergency situations
- Energetic, flexible, collaborative, and willing to shift priorities as needed
- Satisfactory preliminary criminal history background check and clean motor vehicle record determination as required by law
- A personal history of never having been shown by credible evidence (such as a decision of a court or jury, or a department investigation or other reliable evidence) to have abused, neglected, sexually exploited, or deprived a child or adult or to have subjected any person to serious injury as a result of intentional or grossly serious injury
- Documentation of at least two professional, educational, or personal references that attest to the person's capability of performing the duties of the position and to the person's suitability of working with or around children

Skills/Character Qualifications:

- Reliable
- Interpersonal skills
- Team-oriented
- Maintain high standard of ethics, honesty, and integrity in all personal and professional matters
- Ensure the work environment is Christian-based, nurturing, wholesome, and loving