



Volunteer Position Description

Position Title:	Mental Health Data Entry Specialist
Location:	Women's Residential Center 200 SE 7 th Ave. Portland, OR 97214
Goal of Position:	To assist with data entry for Parenting Program
Sample Activities:	Take raw data and enter it into the computer system
Time Commitment:	About an hour a week
Qualifications:	Essential: <ul style="list-style-type: none">• Great sense of humour• Able to work independently Desirable: <ul style="list-style-type: none">• Familiarity with Adult Adolescent Parent Inventory
Training & Support:	Supportive feedback on work performance as needed We will provide training for the data base
Benefits:	Gain vital experience in social services, substance abuse and parenting. Develop marketable computer skills.
Supervisor's Contact Details:	Lea Avolio, 503-972-9640, lavolio@voaor.org ,

Position description reviewed with _____ on _____
(volunteer name) (date)

Volunteer Signature

Supervisor Signature

Background Check: *required*