Philadelphia Youth Network, Inc.
Job Description

Job Title: Data Validation Assistant	**Location:** 400 Market Street, Suite 200
Division: External Relations	**Department:** Program Operations
Reports to: Director, Program Operations	**Date Posted:**

Benefits: ☐ Eligible ☒ Not Eligible	**Hours:** ☐ Exempt ☒ Nonexempt	**Type of Position:** ☒ Full-time ☐ Part-time Temporary ☒ Seasonal ☐ Intern

About the Philadelphia Youth Network:

The Philadelphia Youth Network (PYN) is a solutions-builder forging together significant players to alleviate a root cause of poverty by preparing 12-24-year-olds to become productive working adults. Our work is grounded in the understanding that young people need access to both education and employment, proven factors in being prepared for a career. With a track record of increasing impact, PYN funds and brokers action with the right partners to collectively address barriers. PYN constructs systems to create change, while innovating to meet evolving needs. Together with our partners, PYN dramatically changes the trajectory of individuals' lives by giving voice to underserved youth, and ultimately creating a pipeline for an educated, engaged workforce. For more information, visit www.pyninc.org.

About the Program Operations Department:

The Program Operations (PO) team ensures that PYN's programmatic and operational strategies are implemented with fidelity and supported through the planned lifecycle. As a conduit for local, regional, and national best practices, the PO team integrates a continuous improvement approach to ensure that programs are managed, operated, and evaluated at a high-level, enhancing and strengthening the impact of programming on youth in Philadelphia. The PO team works in partnership with stakeholders who invest in the youth workforce system and sub-contractors who directly serve the youth.

General Description:

The Data Validation Assistant is part of a seasonal team designed to support the implementation of summer employment programming on behalf of the WorkReady Philadelphia. The Data Validation Assistant will support the Summer Programming operations around youth, worksites and clearance files, securing the safety of personal identifying information, sort and organize payroll, filing, and support administrative day-to-day needs for summer program implementation for upwards of 8,000 young people between April and August.

- Intake Management
- Operations
- Data Governance
- Reporting

Essential Functions:

Intake Management
- Adherence to the file management policies and protocols to ensure that youth files are organized and stored properly
- Ensure all files received are filed away after Quality Review and can be retrieved if requested at all times
- Shifting and maintaining a filing system for about 10,000 files along with worksite agreements, clearances, and monitoring forms
- Maintaining the security of the file room and the Personally Identifiable Information (PII) within it
- Labeling of the file room for easily navigation
- Support intake of worksites, clearances, and participant files, as well as timesheets and worksite monitoring forms
- Support pick-ups from provider locations and needs to be willing to travel in the city

Operations
- Adherence to PYN's Administrative and Compliance Policies, Process and Procedures (PPP)
- Use of internal tracking system when supporting pick-up and intake of provider documents
- Using the PYN approve source documentation list against submitted documentation to determine any data discrepancies with participant files via the following data fields (e.g. Name, SSN, Date of Birth, Address, etc.)

Data Governance
- Ensure the correct labeling of a file prior to filing it away Last Name, First Name, last 4-digits of SSN against proof of social security in order to move the Quality Review process along more quickly
- Support quality reviews of files and worksites to ensure completed file prior to entry if needed
- Enter information into internal database(s) and ensure accuracy of email address to avoid errors in delivery of information to youth

Reporting
- Communicate any file room challenges weekly to supervisor
- Track and report problem areas within quality review
- Communicate any challenges that arise at bi-weekly group check-ins with supervisor

Education, Experience & Skills Required:
- High school diploma or GED; pursuing post-secondary education. (Associate's/Bachelor's Degree preferred)
- Ability to take ownership and drive responsibilities through to completion
- Excellent customer service skills
- Strong organizational, analytical, critical thinking and problem-solving skills
- Strong verbal and written communication skills

- Detail-oriented
- Ability to excel in a high-performing team and project a positive attitude
- Proficiency in Microsoft Windows and Office
- Ability to work evenings and Saturdays is preferred
- Successful completion of background checks (PA state criminal, Department of Public Welfare Child Abuse and F.B.I. fingerprinting)

Interested candidates should send a cover letter and resume to <u>jobopps@pyninc.org</u>.