

Job Title	CAN Specialist
Employer/ Agency	Alliance for Multicultural Community Services
Job Description	<p>Description: The CAN Specialist will support the team in ensuring accurate and timely documentation, tracking, and reporting in the Coordinated Assistance Network and any other required databases.</p> <p>Main duties include:</p> <ul style="list-style-type: none"> • Serve as a CAN/database expert and provide CAN/database support to team members • Enter data into CAN within 24 hours of receiving case file • Track referrals and services into database in a timely manner • Responsible for follow-up with team members to verify information • Familiar with the sequence of service delivery and stay current on available resources • Have an understanding of how to improve service quality for the benefit of clients • Pull CAN data and submit reports as required
Qualifications	<p>Required Qualifications and experience at this Level</p> <ul style="list-style-type: none"> • Experience working with database and/or software system • College degree or equivalent experience • Ability to work independently and as part of a team • Willingness to work flexible hours • Proficiency in Microsoft Office • Valid driver's license, clean driving record, automobile liability insurance, and a vehicle • A demonstrated commitment to humanitarian issues, particularly as related to refugees, and fostering a welcoming community.
Salary/Hours	Monday through Friday, 8:30am – 5:00pm. Some weekend hours may be required. Salary DOE.
Application Method	Apply online at: https://alliance-

	multicultural.apscareerportal.com/jobs/726205/apps/new
Opening Date	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.