

JOB DESCRIPTION
JOB TITLE: Data Specialist I

DEPARTMENT: Intake and Placement

I. POSITION PURPOSE

Responsible for the data entry and reporting of youth referred to the Agency. Promotes the well-being of children, participates in staff meetings/trainings and coordinates with staff from other agencies involved in providing services to children. Performs the following duties directly.

II. NATURE AND SCOPE OF RESPONSIBILITIES include, but are not limited to, the following. Other duties may be assigned.

Responsible for accurate entry of all required program information adhering to strict deadlines.

Responsible for accurately meeting all deadlines on existing and future reports.

Attends monthly unit meetings addressing unit issues, changes, sharing of information, and offering ideas or solutions to unit issues.

Assists in research, assimilation, and processing of special projects.

Works with other departments to ensure accuracy of data.

Attends required trainings or meetings to assist in promoting efficiency and timeliness of data collection and reporting.

Will be required to travel in order to attend meetings, training, or conduct business off site. Must have a valid driver's license and meet agency underwriting standards if driving on agency business. Not required to transport clients.

Refrains from assuming any duty that is unrelated to and/or interferes with the responsibilities of the position.

Advocates, promotes, and practices cultural sensitivity and responsiveness in all day-to-day interactions.

Develops, promotes, and practices teamwork in all activities.

SUPERVISION:

No direct supervisory responsibilities.

III. EDUCATION, EXPERIENCE AND OTHER QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

High School Diploma or GED required. Bachelor's degree preferred.

PRESENTATION SKILLS:

Ability to read, analyze and interpret common scientific and technical journals, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups and/or Board of Directors.

FINANCIAL/COMPUTATIVE SKILLS:

Ability to read and interpret financial statements, budgets, audit reports, etc. Ability to perform basic mathematical operations such as discounts, interest, commissions, proportions, percentage, area, etc. Ability to apply concepts of basic algebra, geometry, and statistics. Familiarity with computers and their capabilities.

ANALYTICAL ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical, graph, chart or diagram form and deal with abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS:

None.

IV. PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk, hear, stand, sit, and walk. The employee frequently is required to use hands and fingers; climb or balance; and stoop or kneel.

The employee must regularly lift and/or move up to 10 pounds, occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

V. WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the work environment is usually moderate.

VI. PRINCIPAL ACCOUNTABILITIES

Responsible for accurate entry and reporting of all required program information.

Employee Printed Name

Date

Employee Signature