

CATHOLIC SOCIAL SERVICES
JOB DESCRIPTION

TITLE: Program Data Administrator
DEPARTMENT: Administration
STATUS: 1.0 FTE, salaried, exempt
SUPERVISED BY: DIRECTOR OF DATA AND QUALITY IMPROVEMENT
CREATED: 9/16/21

JOB SUMMARY: A Program Data Administrator at Catholic Social Services (CSS) helps to oversee client-level data from CSS' programs. This position will work with agency staff to develop, maintain, and train workable data entry procedures, enter client data, and monitor and improve data quality. This position will be a key player in internal reporting for CSS' programs and will help analyze & report data to agency communication and leadership teams. The purpose of this position is to support data-driven agency messaging and data-driven program monitoring.

For the interview we will provide a sample dataset with prompts to help demonstrate your experience with data analysis and presentation.

QUALIFICATIONS:

Skills/ Competencies:

- Experience working with data or databases
- Experience analyzing complex datasets & drawing data-supported conclusions. Preferably, social services data.
- Experience with data visualization or BI software such as Tableau, Looker, etc.
- Meticulous in approach to work, detail oriented, with the ability to work independently
- Strong analytical and problem-solving skills
- Consistent with a proven ability to meet and maintain established deadlines
- Good multi-tasking skills with the ability to maintain competing deadlines
- Talent for quickly learning new tasks and technologies
- Skilled at managing relationships both internal and external to an organization
- Objective, creative, and diplomatic team player
- Effective communicator

Additional competencies not required:

- Experiencing using SAP Business Objects.
- Experience with AKHMIS or similar HMIS software
- Experience with Apricot or ETO
- Experience managing social service or case management data

Education/Experience:

- At least 3 years of experience working in data management or other field with data management involvement.
- At least 3 years experiencing analyzing and/or reporting from raw data.
- Bachelor’s degree

DUTIES & RESPONSIBILITIES:

1. Database administration for CSS-specific databases (Link2Feed, Apricot 360).
2. Report data from the Alaska Homeless Management Information System (AKHMIS).
3. Help to develop and support internal reporting plan & schedule.
4. Help with monthly, quarterly, and annual planned reporting for all programs.
5. Help to maintain and monitor data quality in all program databases.
6. Assist in timed data entry and data delivery task if necessary.
7. Assist in training agency staff when needed.

Physical Requirements: Ability to lift 25 lbs.

Training Requirements: Attend Agency and department orientation. Attend AKHMIS training. Attend all staff meeting and training as required. Must possess a valid driver’s license and auto insurance.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities as needed.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____