

Center Against Sexual & Family Violence

Job Description

Job Title: Data Management Specialist
Reports To: Data Entry Coordinator
Job Status: Non-Exempt (FT Hourly)

Summary: The Data Management Specialist's primary duty is to maintain and assess data from various services documented into CASFV's computer system for storage, processing and data management purposes.

Perform other duties as assigned. Evening and weekend maybe work required. Any hours over 40 per week must be approved by the Data Entry Coordinator.

Essential Duties and Responsibilities include the following:

1. Manage, review and sort data form database used for grant reporting.
2. Read and interpret source documents, develop reports from data entry systems in a timely manner.
3. Provide training for new staff and ongoing training for current staff, volunteers and interns for database entry systems.
4. Responsible and clear understanding of grant requirements, outcomes and measures for reporting of data.
5. Assists staff with verifying data entered, and clarify services provided and coded.
6. Check source documents for accuracy, obtain further information for incomplete documents.
7. Verify data and correct data where necessary, update client files and check for accuracy of services/files.
8. Store completed documents in designated locations.
9. Respond to requests for information and access relevant of reporting numbers for grant purposes.
10. Observe and adhere to data integrity and confidentiality policies.
11. Work closely with all service coordinators and directors to assure volunteer/intern tasks are assigned appropriately, orientation provided and evaluation process completed.

Education and Experience

- Associate Arts degree in computer science or related field. Other education and experience may be considered. High school diploma required.
- knowledge of Osnium, ITS, HMIS, and HUD data base an advantage
- proficient in relevant computer applications such as MS Office
- accurate keyboard skills and proven ability to enter data at the required speed

Key Competencies

- planning and organizing
- information collection and management
- problem solving
- attention to detail
- decision making skills
- communication skills
- Presentation Skills
- confidentiality
- ability to work under pressure

This job description should not be construed to imply that these requirements are the only duties, responsibilities, and qualifications for this job. Incumbent may be required to follow any additional related instructions, acquire related job skills, and perform other related work. It is understood that during peak/critical times, staff may be asked to perform other duties not specifically outlined in their job description.

Signature: _____ Date: _____