



Job Announcement

Job Title:	Data Systems Specialist – CommunityWorks Project
Department:	Employment Programs
Reports to:	CWP Assistant Manager
Hours:	Full time, non-exempt, generally 8-5 M-F with one hour unpaid lunch
Starting Salary:	\$17.73 - \$19.37/hour, DOE
Benefits:	Paid holidays, paid leave, medical/dental, short & long-term disability insurance, AD & D, life insurance.
Location:	East Portland

Want to help make a difference? For 30 years, Human Solutions has been working to break the cycle of intergenerational poverty by empowering families and helping them build pathways out of poverty. Our comprehensive programs give people the skills and resources they need to be successful. Our programs include services for homeless families, eviction prevention, supportive services, employment services, energy assistance, and the development and operation of affordable housing.

Diversity, inclusion and equity are fundamental values for Human Solutions, both internally and externally. HSI has a Diversity Committee, which serves as a sounding board for new internal policies and procedures to make sure that we're taking into account diversity and inclusion. It also helps with diversity-related projects, such as coordinating staff diversity trainings and providing ongoing input into our equity planning.

Human Solutions is working to end homelessness and poverty in our community because everyone deserves a safe place to call home.

What Human Solutions Can Offer You: We offer a comprehensive array of benefits in support of your physical, emotional and financial well-being. A few highlights:

- Employer paid premiums for employee health insurance.
- Generous paid time off, 11 paid holidays, a floating birthday holiday and the ability to maintain a great work/life balance.
- Employer paid premiums for short-term and long-term disability insurance and life insurance.
- Access to an employee assistance program.
- Flexible spending accounts for health and for dependent care.
- Professional development opportunities, including employee driven committees and monthly optional staff workshops.
- Access to wellness initiatives and resources including things such as walking groups, yoga classes at two office locations and workshops on stress management, self-care and healthy living.
- Opportunity to contribute to a 401k retirement plan after one year of employment.

SUMMARY

The Community Works Project (CWP) is a collaborative program that provides job preparation and placement services to Temporary Assistance to Needy Families (TANF) participants who are participating in Job Opportunities Basic Skills (JOBS) program. Human Solutions is one of 6 agencies working collaboratively under the Community Works umbrella to provide culturally and linguistically responsive services to Portland's diverse JOBS program participants.

This Data Systems Specialist will provide critical clerical and administrative support to all CWP teams.

DUTIES & RESPONSIBILITIES

Essential

- Provide technical assistance to CWP direct service staff in making accurate and timely data entry into TRACS, ETO and other databases that are required by program funders or operations.
- Manage data and reporting processes to accurately track program outcomes for Funder and Program Manager.
- Flag data entry/data quality issues for CWP Leadership.
- Help CWP create and streamline tracking and reporting systems. Make recommendations for improved efficiency and better data collection and interpretation.
- Create, format and disseminate a variety of weekly and monthly program reports on a strict timeline.
- Train new staff members regarding data responsibilities at CWP. Train new staff on using ETO, TRACS and other database systems. Assess common agency needs or inaccuracies, develop and implement training tools to address those needs.
- Provide technical computer assistance to staff.
- Complete timely and accurate data entry of client and attendance data into the Project's Efforts to Outcomes (ETO) database as well as the DHS TRACS database system.
- Maintain confidentiality standards for all client data, in accordance with both agency and DHS policies.
- Maintain orderly filing system for all client files; ensure files are kept confidentially secured and removed for off-site secure storage at the appropriate date.
- Verify client employment placements as needed by calling employers.
- Provide back-up coverage for front desk, career center, and Skills Development Center.
- Provide back-up coverage for participant volunteer opportunities ("off sites") using Human Solutions van.
- As requested, take and send meeting minutes and other notes for Manager and Assistant Manager.
- Attend and participate in scheduled department and all staff meetings.
- Other duties as assigned.

QUALIFICATIONS

The successful candidate must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and abilities required.

Knowledge of:

- Database systems and record keeping best practices
- Systems and development of systems to record and report program data.
- Knowledge of Social Services programs.
- Social and economic issues creating poverty, working successfully with practices and techniques related to people with low income to achieve greater self- sufficiency.

Ability to:

- Accurately compile, analyze and interpret data.
- Prepare reports in a timely and accurate manner.
- Work cooperatively with all staff, interns, volunteers.
- Develop and maintain productive working relationships within CWP and with public and private agencies.
- Be culturally sensitive to a broad diversity of people seeking, receiving and delivering services.
- Prepare and maintain clear, accurate, complete and timely records and reports using Microsoft Word, Excel and other programs.
- Prepare and maintain clear, accurate, complete and timely records and reports using Microsoft Word, Excel and other programs as required by funders.
- Maintain professional boundaries with all persons served.
- Understand and follow complex written and oral instructions, rules and procedures; work independently and to be a vital and contributing part of a team.

EDUCATION and/or EXPERIENCE

- Any combination of education and work experience in social services or data quality and reporting totaling two years.
- High level MS Office Suite skills and willingness to learn other computer skills.
- Excellent mathematical and reasoning skills.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as proportions and percentages. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

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

TRANSPORTATION

To perform the job effectively and efficiently, the successful applicant needs a reliable automobile, current Driver's License and current automobile insurance.

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 sit; use hands to finger, handle, or feel; and talk and/or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and distance vision.

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.

The noise level in the work environment is usually moderate.

TO APPLY

Please send resume with cover letter and three professional references to: Kimberly Markel, Skills Development Coordinator to kimberlyM@communityworksnc.org. References need not be written, simply the names and contact information for three people who are familiar with your work. At least one should be a supervisor or former supervisor. Open until filled. No phone calls please.