

## **Easterseals Oregon Job Description**

**POSITION TITLE:** Data Specialist

**PROGRAM:** SSVF Program

**DIVISION:** Veteran Services

**REPORTS TO:** Program Manager

**EFFECTIVE DATE:** 1/19/19

**SCOPE:** The Data Specialist designs, implements, evaluates, and adjusts various data systems, processes, and reports benefitting programming within the Veteran Services Division. Job duties include compiling and reviewing data to meet internal and external reporting requirements; composing program-related documents related to the analysis and communication of program data; designing and presenting conclusions gained from analyzing data; inputting, reviewing, and correcting as necessary, data from organizational, community, and funder-identified data systems; and identifying opportunities for service and process improvement resulting from reviews of program data. The Data Specialist will be expected to know the data standards and requirements of state Continuums of Care and the Department of Veteran Affairs.

### **RESPONSIBILITIES:**

1. Design and implement data systems, processes, and reports necessary to inform program operations and compliance requirements.
2. Analyze, evaluate, and adjust data systems, processes, and reports as necessary to meet evolving program and compliance requirements.
3. Design, implement, evaluate, and adjust data systems tied to Veteran Service programming.
4. Compose written materials and maintain spreadsheets in support of on-going program operations, logistics, and training.
5. Input data into the Homeless Management Information System, ServicePoint and others.
6. Interpret data, analyze results using statistical techniques and provide ongoing reports
7. Develop and implement data collection systems and other strategies that optimize statistical efficiency and data quality.
8. Filter and “clean” data, and review computer reports, printouts, and performance indicators to locate and correct gaps in compliance.
9. Work closely with management to prioritize business and information needs
10. Locate and define new process improvement opportunities by identifying, analyzing, and interpreting trends or patterns in data sets.
11. Submit accurate monthly reports and compile information, materials, and statistics needed for effective program operation and development.
12. Support Veteran Services staff as needed by delivering trainings that improve data collection efficiency and data quality.
13. Maintain client confidentiality and perform job responsibilities in accordance with the Easterseals Oregon’s personnel policies and SSVF Program Regulations.

14. Attend all required meetings, both within Easterseals Oregon and in the community.
15. Perform all other duties as assigned by Program Director and/or Program Manager.

**SPECIFICATIONS:**

1. Bachelor's degree in a related area such as Business Administration, Computer Science or relevant experience required.
2. Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy.
3. Demonstrated proficiency in queries, report writing, and presenting findings.
4. Technical expertise in working with computers, knowledge of and experience with reporting packages, databases and basic programming.
5. Valid driver's license and up-to-date insurance.