

## **CATHOLIC SOCIAL SERVICES JOB DESCRIPTION**

**TITLE:** Program Data Administrator I  
**DEPARTMENT:** Administration  
**STATUS:** 1.0 FTE, salaried, exempt  
**SUPERVISED BY:** DIRECTOR OF DATA AND QUALITY IMPROVEMENT  
**CREATED:** 1/20/2022

**JOB SUMMARY:** A Program Data Administrator I at Catholic Social Services (CSS) helps to oversee client-level data from CSS' programs and provide technical support and assistance in CSS Program databases. This specific position will provide technical expertise to CSS' billable services programs including Family Disability Services and CSS' new agency-wide behavioral health program. The purpose of this position will be to maintain & assist in the development of a functional data system to support the CSS' behavioral health program and billing processes. This person will help to develop, maintain, and provide daily support for these programs. The goal of the CSS' Data Team in general, is to support high quality program data to support data-driven agency messaging and program monitoring. The position will allow for a hybrid schedule with on site support and the opportunity to work from a home office.

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 and databases
- Experience analyzing complex datasets & drawing data-supported conclusions.  
Preferably, social services data.
- 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 AKAIMS
- Experience with Apricot or ETO
- Experience with Kareo or Tebra
- Experience managing social service or case management data
- Experience working with Medicaid or insurance billing
- Experience with health data and coding
- Experience with data visualization or BI software such as Tableau, Looker, etc.

**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 (Apricot 360).
2. Help to develop and support scheduled uploads for CSS' billable services.
3. Help with ad hoc, monthly, quarterly, and annual planned reporting for CSS' billable services.
4. Help to maintain and monitor data quality for supported programs
5. Assist in timed data entry and data delivery task if necessary.
6. Assist in other Data Team projects as needed.
7. Assist in training agency staff when needed.

**Physical Requirements:** Ability to lift 25 lbs.

**Training Requirements:** Attend Agency and department orientation. 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: \_\_\_\_\_