POSITION TITLE:	Data Administrator
FLSA:	
REMOTE:	HYBRID
MEDICAID:	YES
CREATED DATE:	1/16/2024
REVISION DATE:	

POSITION SUMMARY

Catholic Social Services is recruiting for an early or mid-career professional to support our data collection, analysis and reporting needs. A Program Data Administrator I 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.

You will be part of a team of four or more staff members engaged in our data collection and support unit. You will work directly with a portion of CSS' program heads to support their client data collection, storage and reporting needs. Together with our program leadership and your data support team, you will help develop responsive strategies to collect information for new projects or new community needs. Monitor and support data completeness and accuracy, and work to understand how the program is achieving or not achieving goals that indicate progress towards a thriving community and thriving clients.

The position reports to the head of the data and quality improvement department at CSS, and gets to establish and maintain mutually beneficial relationships and supports across the agency to better support data collection, analysis and reporting.

This position may be in person at our office at 4600 Debarr road, or a hybrid mix of in person and remote work. CSS has two additional staff members with similar roles and responsibilities, and typically the data support role is divided by functional area or project, with opportunity to learn from your team members.

The starting pay for this position is between $52,000 and $57,000 annually. Starting benefits include (but are not limited to): 4.5 weeks of PTO, 10 paid holidays, and employer sponsored health insurance.

ABOUT US

CSS is a Catholic human and social services agency and behavioral health care provider that welcomes people of all faiths through its programs and employment. We provide help for our Alaskan neighbors through a variety of supportive service programs, including emergency shelter, food stability, housing, case management, and refugee assistance. CSS empowers individuals and families on their path to permanent stability, creating thriving communities for all. Located in Anchorage, Alaska, CSS is a nationally accredited organization through the Council on Accreditation (COA), which recognizes that CSS provides high quality services that meet best practice standards in the social service field.

Mission: We compassionately serve those in need, strengthen individuals and families, and advocate for the common good**.**

Vision: All Individuals and Families are Flourishing.

Impact Statement: Catholic Social Services empowers individuals and families on their path to permanent stability, creating thriving communities for all.

Guiding Principles: - Catholic Social Teachings - Reverence for humanity - Striving for excellence - Empowering personal fulfillment - Strengthening through collaboration –

ABOUT OUR PROGRAM/DEPARTMENT

The CSS Data Team provides technical and administrative support and expertise for client-focused CSS programs. While Data Team members will not work directly with CSS clients, the team works closely with those providing direct care to the most vulnerable members of our community. The CSS Data Team seeks to make the administrative burden of operating programs lighter for program staff through building supportive relationships and technical expertise. Team members support a specific portfolio of CSS programs. Work loads include a mix of data entry, report development and presentation, training of direct care staff, and trouble shooting. The Data Team work a hybrid schedule working both on site at CSS' main center, at home, and at our direct care facilities, depending on the portfolio of programs supported.

REQUIRED COMPETENCIES

About You:

An ideal candidate for this position would be a logical thinker and problem solver, could work independently, and can manage deadlines. Possess a customer-service oriented and curious mindset with the ability to communicate with a diverse audience in a professional and supportive manner, this includes communicating data collection strategies and other technical information to a non-technical audience.

Your Background:

- Experience with data manipulation, collection, analysis, or computer programming. This could be met with a four year degree in a relevant field (Computer Science, Economics, Statistics, Math, Public Health, Social Work, etc.) or four years of workplace experience doing similar work.

Your Skills:

- Ability to apply external criteria (e.g. funder mandated data standards) to data collection, reporting and monitoring work.
- Knowledge of grant or project reporting
- Ability to provide basic data analysis, data reporting, and data description.
- Proficiency with Microsoft software like the MS office suite (required) familiarity with more advanced data analysis, process automation or business intelligence software is a huge plus but not required for this position
- A can-do attitude, with attention towards positive working relationships and results
- Committed to the success of a human services agency in Anchorage with a statewide footprint

RESPONSIBILITIES:

1. Database administration for CSS-specific databases (duties include - managing database access, troubleshooting, archiving data, managing data standards.)
2. Support data entry & reporting from relevant external databases (ex: AKHMIS or AKAIMS).
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 when necessary.
7. Assist in training agency staff when needed.

8. Other duties as assigned.

QUALIFICATIONS:

Minimum Qualification:

- At least 4 years of experience working in data management or data-related field – or – a 4 year degree in in a relevant field (Computer Science, Economics, Statistics, Math, Public Health, Social Work, etc.)
- Successful completion of a State background check.

Preferred Qualifications (not required but beneficial):
- Experiencing using SAP Business Objects.
- Experience with AKHMIS or similar HMIS software
- Experience with AKAIMS
- Experience with Apricot or ETO
- Experience managing social service or case management data

WORK ENVIRONMENT

Rarely = 0 to 15% of the job.	Occasionally = 16 to 45%.	Frequently = 46 to 100%.

Work environment: The work environment is generally that of a typical shared indoor office space. Depending on the programs supported you may be required to visit CSS Program Locations, such as Complex Care Shelter or Third Ave Resource and Navigation center.

Physical demands: Work is performed in a standard indoor office environment at 4600 Debarr or remotely in one's home office. Occasional lifting of up to 25 pounds. Frequently sitting or standing at a desk while working on a computer for several hours at a time.

Travel: Travel out of Alaska is rare. Occasional to frequent travel within Anchorage is required, dependent upon the programs supported.

Location: Example: Third Ave Resource & Navigation Center, The Welcome Center, Brother Francis Shelter, St Francis House Food Pantry, Complex Care Shelter, Clare House.

Employee Name	/ **Employee Signature**	**Date**
Supervisor Name	/ **Supervisor Signature**	**Date**