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ANNOUNCEMENT OF OPEN POSITION

POSTED INTERNALLY: AUGUST 19, 2016

POSITION: **Data Management Assistant (25 hours per week)**
RESPONSIBLE TO: Community Development/Program Director
LOCATION: ADMINISTRATION
PAY GRADE: 5/NON –EXEMPT

QUALIFICATIONS:

- Experience in process improvement and analyzing information.
- Experience in a nonprofit social services and/or administrative environment.
- Excellent knowledge of computer systems and software programs, i.e.: Word and Excel.
- Strong verbal and written communication skills.
- Ability to work independently on projects.
- Attention to detail and thoroughness.
- Reliable transportation and a valid NYS Driver License.

SUMMARY:

This position is responsible for effective data collection and for ensuring that CSBG programs are maximizing utilization of data systems that will provide best practices and reporting of outcomes to evaluate and assess program effectiveness.

SPECIFIC DUTIES:

1. Manage the CAP60 Client Management System. Assist program staff to maximize the utilization of the system, and provide training as necessary.
2. Work with CAP60 to produce reports and updates. Establish best practices for compliance and reporting utilizing the CAP60 system.
3. Provide quality metrics and perform data analysis for activity based management.
4. Troubleshoot with CAP60 with any system problems.
5. Understand CSBG reporting i.e., Periodic Program Reporting, Annual Program Reporting, Work Plans, and National Performance Indicators.
6. Maintain confidentiality.
7. Perform all other duties as assigned and/or required.
8. Adhere to relevant health and safety policies and procedures.

EQUAL OPPORTUNITY EMPLOYER