

CATHOLIC CHARITIES OF SOUTHEAST TEXAS
Job Description

Position: **Temporary Data Manager**

Salary Range: E-3

Job Classification: Exempt / Full Time

General Description: The Data Manager will work with the Vice President of Programs and all programs operated by Catholic Charities of Southeast Texas to ensure the accuracy and validity of all program data. This person will assist the Vice President of Programs in ensuring programmatic compliance with data and recordkeeping requirements.

Organizational Relationships:

Reports to: Vice President of Programs

Also works with: Finance and Administration Support Services, Board of Directors and Committees, program leads and staff members, community leaders, funding sources, industry professionals, volunteers and clients.

Essential Duties and Responsibilities:

- Work cooperatively with Vice President of Programs to protect and maintain accurate centralized agency service delivery statistics for reporting. Keep management apprised of software provider issues, trends and cost implications.
- Review all contracts and grant agreements to assure data elements needed to report on grant deliverables are established and activated. Develop and maintain report schedule to assure all deadlines are met in a timely manner.
- Provide initial and on-going trainings to staff on all data collection instruments (Client Track, LawLogix, CAN, DART, CPR, Excel, Access, etc.)
- Work with program leads and staff members to ensure complete and accurate data collection and maintenance.
- Audit electronic and physical client files and report any noted discrepancies (ex: unsigned forms, incomplete forms, missing forms, etc.) and work with staff to resolve issues.
- Formulate techniques for quality data collection to ensure adequacy, accuracy and validity of data.
- Monitor programmatic outcomes through established indicators and outcomes; assist programs with compilation of data for Program Scorecards. Work with Vice President of Programs and program staff to identify and develop revisions to indicators and outcome measures as needed to enhance program effectiveness.
- Ensure the consistency of program data across sources including client files, all applicable software applications, and Excel.
- Work with staff and program leads to resolve any inconsistencies in client data across sources as described above.
- Assist staff when necessary with contacting clients to resolve missing or inaccurate data issues.
- Ensure all files are maintained in accordance with applicable laws, contracts, agreements, grant guidelines, and other funding requirements.
- Develop efficient system of record storage, retention and tracking in compliance with applicable laws, contracts, agreements, grant guidelines, and other funding requirements.

- Assist Vice President of Programs with preparation of reports and data extraction needed for programmatic audits/site visits/compliance reviews, reports to Board Committees, and all other programmatic reports.
- Ensure for the confidentiality of all client data.
- Performing other duties as required by Vice President of Programs, program leads and/or President/CEO, such as preparing for, attending and/or supporting special events and projects. Examples include: assisting with outreach activities, participating in staff retreats, United Way or other Funders' visits, agency fairs and speaking engagements, as deemed applicable.

Nonessential Duties and Responsibilities:

Perform other job related duties as directed by the Vice President of Programs and President/CEO.

Supervisory Responsibilities:

This job has no direct supervisory responsibilities.

Minimum Education:

Bachelor's degree required

General Qualifications:

- Excellent computer knowledge and experience.
- Must be proficient in MS Office especially Excel and Access.
- Good written and oral communication skills.
- One year previous related/similar work experience, preferred.
- Knowledge of HIPAA privacy and security regulations and appropriate handling of Protected Health Information (PHI).
- Demonstrated sensitivity to diverse cultures.
- Must have adequate/available and reliable transportation.
- Annually, the employee must provide a copy of their valid Texas Driver's License and proof of personal automobile insurance to the Administration Office.

Equipment Used:

Telephone, personal computer, copier, printer and fax machine.

Working Conditions:

Work is carried out in a controlled, agreeable environment as generally represented by normal office conditions.

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 duties.

Contacts:

Requires contact by telephone, in writing, and personal contact with clients, prospective clients, other service providers, volunteers, and government agencies.

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, stand, stoop, kneel, or crouch; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; and talk and/or hear. The employee is frequently required to walk. The employee is occasionally required to climb stairs or crawl.

The employee must regularly lift and/or move up to 10 pounds and frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

Mental and Aptitude Requirements:

Job requires ability to hear and talk; strong writing skills; analytical, conceptual, problem-solving and decision-making skills; and handling multiple tasks within the confines of deadlines.

Work Performance Measures:

- Must report to work on time.
- Must dress appropriately.
- Must keep all work accurate and current.
- Must adhere to agency employee handbook of personnel policies.
- Must maintain high level of knowledge of the programs, including requirements, functions, and status, etc.
- Must adhere to the agency handbook of accounting policies and procedures.
- Must be responsible for protecting the confidentiality of information that may be of a personal or sensitive nature pertaining to employees, clients and/or the overall Catholic Charities agency.
- Must have flexibility in scheduling, availability for evening and weekend commitments.