

EMPLOYMENT OPPORTUNITY

Data and Assessment Manager

Manage all aspects of the agency's effort to collect, analyze and report out on client, program, service, and outcome data. The manager will work closely with decision makers in other departments to identify, recommend, develop, implement and support continuous program improvement and capacity building. The manager will serve as a member of the agency's leadership and transformation teams.

JOB DUTIES and RESPONSIBILITIES INCLUDE:

1. Work to create an agency culture and understanding of the role that outcome data can play in the continuous improvement of services to clients.
2. Conduct research and collect data to support and ensure that both new and continuing programs/services effectively target and impact community needs.
3. Regular monitoring and maintenance of agency and program data.
4. Work with program staff to identify outcome measures for all programs and services, and ensure that our tracking systems are set up to record and report the needed information.
5. Review all Community Action data systems to ensure high quality data collection, accuracy, data integrity and completeness of staff input relative to client services.
6. Generate program reports and statistical summaries as needed or required to reflect accurate outcomes and outputs of our services to clients and the community.
7. Analyze information using various statistical methods to detect patterns and trends in data, compare to benchmarks and report collected information out to the agency.
8. Help ensure adequate and appropriate training to all program staff to effectively utilize our technology and data information systems and generate their own reports from EmpowOR or other database systems.
9. Work with management to identify reporting and data needs.
10. Collaborate with agency directors to analyze program effectiveness and provide recommendations for improvement.
11. Work directly with Core Management Team on CSBG Reporting, Needs Assessment, and the evaluation of all programs and services.
12. Provide strategic guidance on program and service outcomes.
13. Participate in agency staff meetings and training's, as required.
14. Other related duties as assigned by management.

QUALIFICATIONS INCLUDE:

Education & Experience

- Bachelor's Degree in Sociology, Social Work, Computer Science, Statistics, or related field.
- 1+ years' experience in database management and program/product evaluation.
- 1+ years' experience working in social service setting.

(Or a combination of education and experience providing the knowledge, skills, and abilities to successfully perform the work)

License(s) & Certification(s)

- Must have valid driver license and auto liability insurance if personal vehicle is used for work-related travel.

Skills and Abilities

- Ability to teach adult learners and provide training to individuals or groups as requested.
- Ability to help craft outcome measurements for agency and programmatic performance.
- Knowledge of EmpowOR, HMIS, and general database management.
- Ability to conceptualize solutions to complex problems.
- Ability to help move agency towards valuing and understanding the role that outcome and data analysis can have in creating improved services.
- Strong critical thinking skills.
- Ability to follow agency policy regarding confidentiality and security.
- Proficient in Microsoft Office Suite applications, including Excel, Word, Access, PowerPoint, Publisher and Outlook programs.
- Must have strong and effective communication skills (oral and written).
- Working knowledge of standard office procedures and technologies (phone, computer, printer, photocopier, scanner, fax machine) is needed.
- Demonstrated ability to work harmoniously with people from varied cultural, socioeconomic, educational and experiential backgrounds.

COMPENSATION AND BENEFITS:

\$3,901.64 - \$4,878.08 salary per month (DOE)

Benefits include:

- Medical & Dental Insurance including Rx and Vision
- Life Insurance and AD&D coverage
- SIMPLE IRA Retirement Plan (3% Employer Match)
- Employee Assistance Program
- Voluntary supplemental Cafeteria 125 Plan
- Paid Sick and Vacation Leave
- 12 Holidays per year (+2 Personal Holidays per Year)
- Health club discounts

(Community Action reserves right to modify, amend, or terminate any benefit at any time for any reason.)

TO APPLY:

Qualified candidates are encouraged to apply by providing **ALL** items requested. Please submit the following:

(1) Community Action Application (2) Resume (3) Letter of Interest.

Application Packets should be submitted to: **employment@communityactionskagit.org**

You can find all job announcements and apply online on our website at www.communityactionskagit.org

Community Action of Skagit County reserves the right to extend application deadlines and to modify the selection schedule without notice, to form eligibility lists for, or make appointments to, other positions with similar employment requirements. Community Action of Skagit County is an Equal Opportunity Employer. Should you require accommodation in the application process, please contact our HR Department.
