



## **JOB DESCRIPTION**

**JOB TITLE:** Data and Program Specialist

**SUPERVISOR:** EYS Program Director

**TYPE:** Full-time/Non-Exempt

### **SUMMARY:**

This position is the main contact to collect and maintain data integrity. They work closely with the EYS Program Director to provide direct technical data support to staff with data collection system. They will be knowledgeable of all Evergreen programs and processes. Employee must be able to provide transportation using agency vehicles. This position uses visual and auditory skills approximately 95% of the time.

### **RESPONSIBILITIES:**

1. Able to develop a complete understanding of all data and documents required for Evergreen clients, including Drop-in, housing, youth shelter, Mental Health and all other Evergreen programs.
2. Will be a leader with implementation of database systems, maintaining and configuring such systems, and creating reports for front line staff and management.
3. Follows procedures and best practices for agency data collection, storage, and reporting.
4. Gathers documents from internal sources and external agencies for data analysis as requested.
5. Provides direct service support to clients at request of EYS Director or EYS Assistant Program Director. This could include client transportation, assisting clients to complete necessary paperwork for referrals, medical assistance, and other supportive services and vital document acquisition, along with other needs that evolve.
6. Available as a back-up for drop-in center to ensure full coverage of the Drop-In center daily, including food preparation, set-up, and clean-up and to meet client needs.
7. Maintains paperwork and digital files in a confidential and secure manner for 7 years or as otherwise directed by record retention policies.
8. Provides excellent internal and external customer service by engaging with necessary agencies and internal stakeholders for data and reporting needs.
9. Other duties as assigned by EYS Program Director or agency executive director.

### **QUALIFICATIONS:**

1. Applicants must be at least 21 years of age.
2. Prefer person with an AA degree or higher in a human services, business administration, or computer science related field, and/or a minimum of two years direct experience with data collection/reporting/organization/analysis.
3. Preference will be given for experience with database query writing, reporting, and analysis.
4. Preference also will be given for experience with customer service with an emphasis on explaining complex technical concepts in an understandable manner to a non-technical audience.
5. Applicants must indicate support for Evergreen's mission and all agency programs.

6. Prefer experience working with youth and families of diverse backgrounds.
7. Must be able to work as a team member.
8. Is able to provide expert advice and consultation with internal stakeholders in having data needs best met.
9. Must have strong written and oral communication skills.
10. Must be able to exercise initiative, work independently, meet deadlines, and have strong organizational skills.
11. Must have strong computer familiarity and experience with Word, Outlook, Excel, databases and online navigation.
12. Must be a positive role model to staff, youth, families, and the community.
13. If applicant had former chemical use problems, applicant must have been free of chemical use problems for at least two years prior to beginning employment with Evergreen.
14. Must successfully pass a drug and/or alcohol test.
15. Must be able to be insured on agency auto insurance policy.
16. Must maintain agency, co-worker, and client confidentiality and abide by the Data Privacy Act and the Health Information Portability and Accountability Act for all past, present, and future clients.
17. Must not be disqualified by an Applicant Background Study, a Minn. Bureau of Criminal Apprehension Criminal Background Check via the BCA website and must pass a National Sex Offender Registry check.

**Physical Demands:**

While performing the responsibilities of this position, the employee is required to talk and hear. The employee is often required to sit and use his or her hands and fingers, to handle or feel. The employee is occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision. The employee must be able to lift up to 35 pounds.

**COMPENSATION:** Hourly rate \$20.07- \$25.75 DOQ. Evergreen also offers paid life insurance policy, competitive cash benefits package that includes cafeteria choices of Health Insurance, additional Life Insurance, Medical and Daycare Flex, retirement plan options and generous vacation/holiday/sick time.

**TO APPLY:** Please visit [www.evergreenyfs.org](http://www.evergreenyfs.org) to download our employment application or apply on-line. To be considered for the position applicants must submit cover letter, resume, and application to: Evergreen YFS, ATTN: Human Resources Director, PO Box 662, Bemidji, MN 56619, fill out an on-line application or email documents to [hr@evergreenyfs.org](mailto:hr@evergreenyfs.org).

**DEADLINE:** This position will be open until filled.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

EVERGREEN YOUTH AND FAMILY SERVICES, INC. IS  
AN EQUAL OPPORTUNITY EMPLOYER / ADA