



**Children's Advocacy
Centers of Kentucky**

JOB DESCRIPTION DATA SPECIALIST

Position Title: Data Specialist

Supervisor: Executive Director

Employee Type: Full Time

Position Summary: The Data Specialist oversees specific programs of the agency under the supervision of the Executive Director and subject to the duties specified by the bylaw, policies and procedures, or at the direction of the Board of Directors. The employee must understand the purpose and function of the Children's Advocacy Centers of Kentucky and be knowledgeable of existing policies and procedures.

SPECIFIC RESPONSIBILITIES:

The Data Specialist will support the Executive Director in monitoring program compliance with grant requirements and standards of accreditation, and in providing data driven dashboards and reports for internal and external stakeholders. This position serves as an administrator of database programs and tracking systems used for program tracking and quality assurance measures. This position provides support throughout the state in a manner consistent with the mission and objectives of CAC Kentucky which include but are not limited to:

- Serving as administer and security officer for CAC Kentucky's case tracking and client satisfaction systems, as well as, administer other software and data programs.
- Working directly with CACs and CAC Kentucky staff to provide training and ensure information is properly entered in CAC Kentucky's case tracking and client satisfaction systems.
- Provide training and technical assistance on the use of CAC Kentucky's customized tracking system.
- Distribute pertinent information regarding compliance and reporting obligations to CAC Directors.
- Develop systems for tracking grant and fundraising activities

- Develop reports for CAC Kentucky and member CACs that respond to the requirements of funders and other stakeholders
- Provide guidance on HIPPA compliance issues within CACs and at CAC Kentucky
- Work with CACs and MDTs to implement a pilot program designed to integrate CACs into the current statewide intake system for receiving reports of child abuse
- Gather statistical data and program information to monitor program outcomes and prepare monthly, quarterly and annual reports for management and outside stakeholders.
- Communicate effectively with partner agencies;
- Coordination of specialized trainings for MDTs and CACs;
- Analyze data collected from member statistical information and develop reports that will communicate areas of challenges and strengths in an effort to improve services.
- Oversee member relations as it relates to the NCA standards for accreditation for case tracking.
- Monitor center performance and the integrity of data entry into all CAC Kentucky systems
- Complete other duties as assigned.

The Data Specialist must be a self-motivated professional who maintains and maximizes the image of the Children's Advocacy Centers of Kentucky through his/her interface with state and national agencies, all public and private entities, and member CACs.

QUALIFICATIONS:

Education and Skills:

- A Baccalaureate degree.
- Professional experience, in one or more of the following: data analysis, client management databases, quality assurance, program monitoring, and nonprofits.
- Must have excellent computer skills, experience with databases, spreadsheets, graphs and charts and above average knowledge of Microsoft Word, Excel, and other related software programs.
- Highly detail oriented, well organized and analytical.
- Excellent communication skills both oral and written.
- Ability to work independently with flexible hours.
- Valid driver's license, satisfactory background check and ability to travel required.
- An ability and willingness to travel extensively (up to 50%).
- Experience working with Children's Advocacy Centers is preferred.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by the Executive Director or members of the Board of Directors.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

CAC Kentucky is funded in whole or in part from Federal, Cabinet for Health and Family Services, and other funds

This document does not create an employment contract, implied or otherwise, other than an at-will employment relationship.

Employee's Signature

Date

Executive Director's Signature

Date