



## **JOB DESCRIPTION**

**Title:** Data Specialist  
**Classification:** Full-Time/Non-Exempt  
**Reports To:** COO

### **Overview**

POWER's mission is to help women reclaim their lives from addiction and related emotional health issues and improve the well-being of future generations. We are an agency committed to providing quality gender-responsive, trauma-informed treatment and recovery supportive services to women with substance use and co-occurring disorders.

The Data Specialist organizes and simplifies numeric information into reports which assist managers and directors in their business decisions. They will be responsible for the extraction of program related data from various platforms (Credible; client satisfaction surveys, outcomes surveys, etc).

### **Essential Duties and Responsibilities**

- Test and implement data collection systems and other strategies that optimize statistical efficiency and data quality.
- Use electronic medical record software to gather and track predetermined statistical information.
- Acquire data from primary or secondary data sources.
- Provide regular reports to administration based on weekly, monthly, quarterly deadlines.
- Work closely with management and programs to prioritize business and information needs.
- Ability to develop SQL queries and present actionable results.
- Advanced ability to identify and compile data from multiple sources to produce and distribute reports to support Management's needs.

### **Requirements**

- Bachelor's degree in business related major and one-year experience or equivalent education and work experience.
- Technical knowledge regarding data models, data mining and segmentation techniques
- Knowledge of and experience with databases (SQL, etc.).
- Knowledge of statistics and experience using statistical packages for analyzing large datasets (Excel, SPSS, SAS etc.).
- Prior experience working with Credible software a plus.
- Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy.
- Adept at queries, report writing and presenting findings.
- Capable of presenting technical information to varying audiences.
- Must have the ability to translate data into concise informational reports.
- Critical thinking is essential.
- Strong organizational and time-management skills.
- Very good written and verbal communication skills.
- Value for and ability to deliver excellent customer service.
- Self-directed and flexible to meet the needs of administration and management, and ability to manage multiple tasks.

- Support organization’s mission with a sensitivity of cultural diversity and workplace harmony.
- Ability to secure Act 33 and 34 clearances.
- Other duties as assigned in support of the organization.

**Working Conditions**

- Ability to work flexible hours to meet the needs of the program and the clients served.
- Ability to work the hours required to complete the job.

**Disclaimer**

- Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to do this job at any time.
- This job description reflects management’s assignment of essential functions; it does not restrict or prescribe the tasks that may be assigned.
- Critical features of this job have been described in the narrative. They may be subject to change at any time due to reasonable accommodation or other reasons.

***POWER is an equal opportunity employer and provider***

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

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

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

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

(2/2020)