

FAMILY RESOURCES, INC.
POSITION DESCRIPTION

Position Title: Data Assistant

Program: Park Center

Position Level: Specialist

Reports To: Senior Director of Quality Assurance

POSITION FUNCTION/OVERVIEW:

Family Resources, Inc. is looking to hire a Data Assistant who will assist in managing our data set, assist in the development of reports, and assist in enhancing the quality and integrity of our reporting systems. To do well in this role the candidate will need a very fine eye for detail, have experience working with data, and have a good understanding of the popular data analysis tools and databases to enhance the quality of our data systems and programming.

PRIMARY DUTIES/RESPONSIBILITIES:

- Assist in implementing efficient and secure procedures for data handling and analysis.
- Assist in managing data, including creation, updates, and deletion.
- Managing users and user roles.
- Processing confidential data and information according to guidelines.
- Supporting initiatives for data integrity and normalization.
- Generating reports from single or multiple systems.
- Troubleshooting the reporting database environment and reports.
- Locate and define new process improvement opportunities and data trends to enhance quality.
- Other duties as assigned by supervisor.

QUALIFICATIONS REQUIRED:

- Bachelor's degree in related field preferred, however, five years' work experience with data can supplement for a degree.
- Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy.
- Good working knowledge of Excel to include the creation and manipulation of spreadsheets.
- Proficient in Microsoft Word, Excel, Outlook.
- Critical thinking, strong interpersonal and customer service skills.
- Must be an efficient planner and be flexible in performing assigned tasks.
- Must demonstrate awareness and acceptance of cultural differences of clients, staff and community contacts.
- Must demonstrate awareness and acceptance of clients related to sexual orientation and gender identity issues.

- Background compliant with requirements of the Department of Juvenile Justice.
- Valid Florida's driver's license, clear driving record and current automobile insurance.

OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

PHYSICAL DEMANDS:

- The ability to lift 10-15 pounds regularly.
- Frequent sitting, standing and/or walking.
- Frequent stooping, kneeling and reaching
- Occasional driving
- Computer skills
- Language Skills
- Mathematical Skills
- Reasoning Ability

POSITIONS SUPERVISED:

None.

Employee's Signature

Date

Employee Print Name

Supervisor's Signature

Date