



Job Title: DATA QUALITY ASSISTANT

Location: Bridge St. Hub

Employment Status: Full Time; Regular

Salary Classification: Assistant

Summary of Job:

The ERSEA/Data Quality Assistant works with the Data Team to ensure the integrity of ELNC Data process so that information is collected and entered accurately into our system per our quality standards.

Direct Supervisor:

The ERSEA/Data Quality Assistant reports to the ERSEA Coordinator.

Direct Staff Supervised:

None.

Other Key Relationships:

The ERSEA/Data Quality Assistant will interact and develop relationships with ELNC Staff, partners, parents, community partners, volunteers and other community early childhood program peers.

Essential Job Functions include but not limited to:

- Assist in the Intake, Enrollment and Verification process
- Ensure that ALL ELNC data is collected and entered into the ELNC Data Base per our established Quality Standards and process
- Complete an onsite review of records at all Partner Sites providing ELNC services periodically
- Make weekly reports on compliance status of Partners noting any irregular information and or patterns emerging regarding attendance, intake, and EPIC activities
- Conduct monthly quality monitoring (audit) on all ELNC Partners Data and advise sites of the audit findings
- Assist in Database training for ELNC service providers and field partner staff database questions
- Liaison with ELNC internal staff as well as ELNC service providers regarding pertinent program data
- Complete data reports as required by all funders
- Performs duties as assigned by the Director of Data and Evaluation and/ or Chief Executive Officer
- Adheres to all guidelines contained in ELNC's Employee Handbook

Site/Job specific duties:

- EHS Enrollments – review packets-completion, review information entered for Infants/Toddlers in the ChildPlus including eligibility
- Add/Drops – Track and compile related data in database systems
- Attendance quality checks – review attendance data in ChildPlus for completion and accuracy
- File Audits – review all EHS Child Files for correct documentation, Home Visits, Parent Conferences
- Contact for Partners – Field questions related to data for EHS children.
- Data Entry – Enter Health & Education documentation into ChildPlus
- Knowledge of DHHS Benefits and navigate system to provide assistance to families applying for benefits

Essential Competencies Required:

- **Commitment to ELNC Vision and Mission-** The ability to understand, communicate and incorporate the ELNC Vision and Mission into behaviors and attitudes all ELNC staff are expected to exhibit while performing their job responsibilities.
- **Culturally Competent-** The ability to understand, communicate with, and effectively interact with people across cultures.
- **Flexibility/Resilience** – The ability to adjust to and thrive in a complex and changing environment; handles setbacks and failures with professionalism and candor; effectively and appropriately responds in the face of adversity or conflict.
- **Ability to Multi-Task** – The ability to handle multiple tasks and assignments; prioritizes more important tasks while maintaining a good handle on others; reports in a timely manner any barriers to task completion level ample opportunities for supervisor to adjust deadlines.
- **Results-Oriented Thinking and Behavior** – A genuine concern for effectiveness. Possesses the desire to get the job done with excellence; mentally is focused on getting the best results for actions taken; does not settle of mediocrity.

Knowledge, Skills, and Abilities

- Knowledge of complex helping systems, professions, and organizations and how they affect children and family welfare, and the multiple uses of such systems, professions, and organizations to deliver services
- Knowledge of safety regulations, practices, and procedures
- Skill in conducting interviews to establish the nature and extent of concerns/issues, provide professional assistance to families or staff, and determine appropriate referral services/opinions
- Ability to work well with others in a team approach
- Knowledge of computer software programs for the management and manipulation of data
- Ability to communicate effectively, both orally and in writing
- High level knowledge of data collection and statistical principles. Ability to use logic and scientific rules and methods to solve problems

Minimum Required Education and Experience:

- Minimum of an Associate's Degree in Social Sciences or related field.
- One to two years maintaining a database or data system
- Experience identifying, analyzing, and interpreting trends

Preferred Education and Experience:

- Bachelor's Degree in Social Sciences or related field.

Additional requirements of the position:

- Position is identified as having regular contact with children in accordance with public law; therefore, a criminal background check must be completed
- Program activities frequently take place in the center/site (permanent and mobile), family homes, and other community locations
- Walking, standing, bending, and carrying of small and light objects

Acceptance:

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Comment:

Employee: _____ **Date:** _____

Immediate Supervisor signature below acknowledges that they have reviewed the job description with the employee.

Comment:

Supervisor: _____ **Date:** _____

CEO: _____ **Date** _____

CC: HR

Revised 2/2/17