JOB POSTING

Position: Outcomes & Evaluation Specialist
Reports To: Director of PQI
Posted: August 29, 2014

Department: PQI
Status: Full-time, Exempt
Closing: September 30, 2014

SUMMARY: The three major goals of this position are to 1) manage and oversee the agency's internal database; 2) support the agency's grant-seeking and development process; and 3) provide support for the agency's accreditation process.

Duties:
- Managing and Overseeing the agency's internal database Efforts to Outcomes (ETO)
  - Effectively translate programmatic evaluations (case file reviews, performance reviews, supervision evaluations) into system capabilities in order for programs to be successful in data collection and program evaluation
  - Establishes and oversees process for tracking accuracy and consistency of data entry. Ensures consistency, reliability and validity of data
  - Performs cleanup of the databases and supports users in their efforts to clean up the database
  - Generates reports as requested by PQI Director as well as managers. This includes creating queries for tracking data entry, evaluate individual and department performance and assessing previously identified agency/program targets and outcomes
  - Provides ongoing and new user training for Social Solutions – ETO
  - Troubleshoot database related issues
- Establishes and updates tools required for grant-seeking and fundraising
  - Creates grant templates for various direct service programs as well as agency-wide
  - Creates outcome and output reports used in order to maintain or seek additional funding
- Provides support with agency’s accreditation process
  - Supports Director of PQI in coordinating accreditation efforts across the agency
  - Assists Director in development of PQI Department in line with Council on Accreditation’s PQI standards

Qualifications:
- Four (4) year college degree
- Work experience in supporting database applications and program evaluation
- Formal training or demonstrated proficiency in database administration and data management.
- Technical training in the management and application of Efforts to Outcomes (ETO)
- Experience in Microsoft Office (Word, Excel, Access, Outlook), including data import/export and the abilities of the Office Suite to integrate with Outlook email, and contacts
- Skills in the use of computers, preferably in a PC, Windows-based operating environment
- Excellent oral and written communication skills

Interested applicants should send cover letter and resume: mailto:jobs@ucsep.org

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