

# **Child Advocates of Nevada County Healthy Babies**

**Position:**           Quality Assurance Data Technician

**Compensation:**   \$22.50/hour (depending on experience) part-time 20-30 hrs/week, non-exempt position

**Description:** Under the direction of the Program Manager (PM), the Quality Assurance Data Technician(QADT) manages the data entry and database operations for the Healthy Babies program. This position will ensure that data is entered correctly, reporting is timely and accurate, and will analyze and develop reports to monitor outcomes. With input from the Program Manager, the Quality Assurance Data Technician will create a Policy & Procedure Manual for this position and provide program evaluation via data analysis, coordinate all data system activities with the existing State of California Home Visiting Program, and assist with the implementation of the Healthy Families America (HFA) site accreditation process and ongoing operations.

**Examples of Duties:**

1. Compiles data; maintains and monitors information in CHVP/ETO and with HFA and program spreadsheets.
2. Decodes data as necessary; transcribes results for quality control report generation; tracks reports and distributes to appropriate staff according to policy and direction from the PM.
3. Reviews data to ensure it is entered correctly, is accurate, complete, and is submitted and recorded timely according to CHVP/HFA standards.
4. Identifies data issues and assists staff in problem solving solutions.
5. Provides staff with technical assistance on the CHVP/ETO data systems.
6. Enters data in ETO, Persimmony, State Sharepoint, and HFA systems for reporting and data management.
7. Participates in Continuous Quality Improvement Plan (weekly) activities, including webinars, conference calls, and site visits with the state and external evaluators.
8. Compares and reconciles data with the state into efficient actions ensuring fidelity to the CHVP/HFA model and assists the state with their effective creation of ETO reporting for CHVP benchmarks and HFA accreditation.
9. Manages data and transcribes results for reports needed to achieve standards identified and required in the HFA Standards for the implementation of the site accreditation process and for annual reporting into HFAST, HFA spreadsheets, Persimmony, and the State's Sharepoint site.
10. Works collaboratively with the team and outside funder and contract sources.
11. Represents Healthy Babies in a positive, professional manner at all times.
12. Attends supervision, team meetings, and other meetings as assigned.
13. Attends staff and Board meetings (as needed) to report and make presentations on program results.
14. Protects the security of client records to ensure confidentiality is maintained, understanding reporting and consequences of data breaches.
15. Performs related duties as assigned.

**Minimum Employment Qualifications:**

A bachelor’s degree from an accredited college or university is preferred. Two years of experience managing data entry and database operations are required. Prefer experience with site evaluation studies for a social service program. **Advanced** knowledge of Microsoft Excel is required, and experience with Access and Microsoft Suite is required. Have knowledge of macros and pivot tables. Experience with database tools.

**Additional Specific Qualifications:**

Ability to compile data for written and oral reports; skilled in quality processes and statistical techniques; ability to work independently; ability to work with precision and accuracy in a fast-paced environment; proficiency in operating a computer and computer systems (including hardware and software) to program, set up functions, enter data, and process information. Ability to operate standard office equipment; ability to lift 25 pounds; ability to legally drive a motor vehicle.

**Conditions of Employment**

Employee must submit and pass a DOJ and FBI fingerprint clearance. Employee must allow access to DMV record. Employee must have a car, a valid driver license and proof of valid automobile insurance. The position is dependent on continued funding.

This job description provided above for the position of QADT is read and understood by the following signees. The employee signature below indicates acceptance and agreement to adhere to the duties presented in this job description.

\_\_\_\_\_  
**Print Name of Employee** \_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Employee** \_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name of Supervisor** \_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Supervisor** \_\_\_\_\_  
**Date**