



DATA CLERK

DEPARTMENT: Community Engagement
REPORTS TO: Program Manager
CLASSIFICATION: Non-Exempt

OF HOURS: Part-Time, 32 hrs
PAY RATE: \$19.00 per hour

POSITION PROFILE:

Under the supervision of the Program Manager, the Data Clerk provides the administrative support and oversight of data collection for the First 5 First Steps program. The Data Clerk will support with the CMEDS database, evaluation, monitoring, and reporting. The Data Clerk will work with the Program Manager, Program Supervisors and Family Support Specialists to ensure that all data is inputted into the CMEDS database in a timely and accurate manner. Additionally, Data Clerk will support in Quality Assurance of data in CMEDS and support Program Director in reports to funders.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- Provides the administrative support and oversight of data collection in CMEDS, evaluation, monitoring, and reporting during the contract term
- Provide training, technical assistance, and capacity building to all programmatic staff in the use of database, data collection, and evaluation design
- Communicate to staff on clients who may have missing and/or inaccurate client information as a quality assurance check on the program
- Support staff when preparing for programmatic audits and compliance checks
- Monthly review of CMEDS to ensure all programmatic activities are captured and accurate in client tracking database
- Perform other tasks as assigned by Program Manager

QUALIFICATIONS (Education, Experience, and Certifications):

- Bachelor's Degree in Social Work and/or related Social Science, Associate's Degree in a related field, or 2 years equivalent work experience
- Experience supporting data entry and/or research/evaluation of programs
- Competency and experience in working with different cultures
- Proficient in survey/data collection required for programmatic outcomes

KNOWLEDGE, SKILLS AND ABILITIES:

- Computer proficiency of Microsoft Office and other commonly utilized software
- Capability to manage multiple demands and prioritize when needed
- Have access to reliable transportation and willing to use it for job related tasks

WORKING CONDITIONS:

ENVIRONMENT: Office and off-site functions. Typically, an office environment with adequate lighting and ventilation and a normal range of temperature and noise level. SAY San Diego is continuing to



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monitor state and federal guidelines related to COVID. At the time of hire, the position may require temporary telework.

PHYSICAL REQUIREMENTS: While performing the duties of this job, the employee is regularly required to sit, use hands and arms to perform repetitive motions. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus. Moderate dexterity application of basic skills (calculator, keyboard, hand eye coordination, etc.).

MENTAL: Must be able to relate well to all people of the community regardless of color, national origin, religion, sex, pregnancy, age, marital status, veteran status, sexual orientation, disability or socio-economic level. Must be emotionally mature, stable, tactful and be able to provide professional leadership.

The Job Description is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.