

MountainHeart

Job Description

Job Title: Data Manager/Quality Control Specialist
Department: Head Start/Early Head Start
Reports To: HS/EHS Director
FLSA Status: Non-Exempt
OSHA Category: Category 1

Summary: A data manager/quality control specialist will type/review information in our database system. Ideally will be computer savvy and a fast typist with a keen eye for detail.

Essential Duties and Responsibilities:

- Transfer data from paper formats into computer files or database systems using keyboards, data recorders or optical scanners
- Oversee data programs used by the program
- Develop and implement data plan for programs
- Type in data provided directly from customers
- Verify data by comparing it to source documents
- Update existing data
- Retrieve data from the database or electronic files as requested
- Sort and organize paperwork after entering data to ensure it is not lost
- Maintain and submit in a timely way all required family and program documentation
- Participate in continuous quality improvement
- Maintain current, confidential files on each enrolled child
- Attend assigned trainings
- Other duties as assigned
- Identify risks
- Produce reports highlighting issues and providing potential solutions
- Engage with management team to gain a good understanding of the program
- Have an in-depth knowledge of Head Start Performance Standards
- Routinely review all data formats used by the program to assure accuracy and completeness
- Assist with purchasing by acting as purchasing agent for the program as needed
- Perform substitute jobs when necessary

Supervisory Responsibilities

This position does not have supervisory responsibility.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Quantity - Completes work in timely manner; works quickly.
- Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.
- Attendance/Punctuality - Is consistently at work when scheduled and on time.
- Dependability - Follows instructions, responds to management direction.

ALL PERSONNEL ARE AT WILL EMPLOYEES

Qualifications

- Must have at least a high school diploma or GED equivalent.
- Proven Experience as data entry clerk
- Fast Typing skills;
- Excellent knowledge of word processing tools and spreadsheets (MS Office Word, Excel, etc.)
- Working knowledge of office equipment and computer hardware and peripheral devices
- Basic understanding of databases
- Great attention to detail
- Strong communication and interpersonal skills (e.g., nonjudgmental, objective, reflective, empathic, patient, tactful)
- Strong organizational and record keeping skills
- Ability to work independently and be self-motivated (often in the field)
- Computer skills; including web browsing, e-mail, Internet, and word-processing

Education and/or Experience:

Must clear criminal background and maltreatment APS/CPS check and be bondable

Must be bondable, trained in First Aid and CPR and receive a physical exam with TB testing annually. Other State and Federal regulations if applicable.

Language Skills:

Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand. The employee is frequently required to sit, reach, hear and talk. The employee may occasionally lift and/or move up to 50 pounds.

Work Environment:

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually quiet.

Employee Signature

Date

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