



New Beginnings empower survivors and mobilize community awareness and action to end domestic violence.

Job Description

Data Specialist

- RESPONSIBILITIES:** Serves as agency lead for funder databases Infonet, Clarity HMIS, VisionLink, CORE and Fluxx. Coordinates program data quality in the agency Salesforce database and inputs data into funder databases to ensure accurate data reporting for both internal and funder purposes.
- REPORTS TO:** Grants and Compliance Manager
- HOURS:** 36 hours/week, Monday through Thursday Remote position but must reside in Seattle Area
- COMPENSATION:** \$31-\$33/hour; medical, dental & vision benefits; monthly paid training; training allowance; paid leave; life insurance; retirement contribution. This is an exempt position.

RESPONSIBILITIES:

Agency Database and Data Management

- Compile and enter all surveys, group, and childcare hours into Salesforce weekly. Track Group Special Activities in Public Drive and create service participations in Salesforce weekly.
- Monitor missing data (Community Advocacy and Home Safe Program intakes and exits) and confer with appropriate staff and managers to ensure data entry is completed.
- Track EHV participants on Google Sheets and in Salesforce and notify Program Directors when eligible for exit.
- Track 2 new CAP participants per month and upload quarterly in CORE database.
- Run monthly HMIS program outcome reports for Program Director approval and upload into Fluxx database.
- Upload quarterly narratives for Bridge, Rapid Rehousing, and CAP Regional Expansion Rapid Rehousing into Fluxx database. Maintain Salesforce records for staff and update upon hiring and end of employment.
- Run data clean-up reports in Salesforce on a weekly and monthly basis, ensuring that inaccuracies are corrected.
- Attend program team meetings on a periodic and as need basis to identify new data needs and ways to enhance our data collection system, and update staff on new database developments.
- Maintains the DVHopeline VisionLink database, serving as administrator and ensuring its further refinement and upgrades to meet program needs, and troubleshoots as database issues arise.
- Ensures VisionLink integrations with external resource databases and Ring Central telephony system are working appropriately and maintains communication with resource database partners.
- Serves as an ongoing database resource for the DVHopeline leadership team, ensuring they are adept with VisionLink and can function optimally as database resources for frontline staff.
- Trains staff in VisionLink as needed.
- Ensures that compelling DVHopeline data is distributed to community partners on a regular schedule.
- Writes reports and queries in DOMO reporting software for quarterly government reporting.

INFONET Database

- Serve as agency lead on InfoNet, resolving questions/discrepancies as they arise.
- Enter Community Advocacy and Home Safe Program data into InfoNet upon program exit.
- Reconcile data with Salesforce monthly.
- Enter staff training into InfoNet and ensure staff records are updated upon hiring and end of employment.
- Enter DV Hopeline advocacy hours monthly.

Clarity HMIS Database

- Serve as agency HMIS administrator and Security Officer, establishing new programs in HMIS, resolving questions/discrepancies, and ensuring HMIS security compliance. Attend HMIS trainings and administrator meetings to stay current with HUD guidelines.
- Enter Home Safe Program data into HMIS including enrollments, move-in dates, exits, updates, and status assessments.
- Enter CAP Regional Expansion RRH Program data into HMIS including enrollments, move-in dates, exits, updates and status assessments.
- Run reports monthly to reconcile HMIS programs with Salesforce and ensure HUD data elements are completed.

Staff Training

- Track monthly staff meeting training attendance and enter attendance on training log spreadsheets and add training hours to Infonet
- Create training logs for new staff and send them instructions on the use of staff training logs.
- Remove former staff training logs from active public file and add to former employee training logs folder.
- Ensure training log requirements section is current with WAC requirements.

Other Responsibilities

- Attend monthly all-staff meetings.
- Contribute to updating and maintaining procedures documents for data-related tasks.
- Collaborates with program staff to use current data and identify new data needs to effectively tell survivors' stories and New Beginnings' impact, and advance the agency commitment to equity for BIPOC, LGBTQ+ and immigrant survivors, and survivors with disabilities.
- Scans the horizon for innovative ways that New Beginnings' can chart and present its impact through data, creating accessible, compelling, and innovative data analysis and trend presentations for staff, board, community partner and funder use.

QUALIFICATIONS:

- Commitment to the mission of New Beginnings, and sensitivity to the experiences and needs of domestic violence survivors we serve.
- At least two years' experience in data entry.
- Minimum of 50 wpm typing speed with 10-key.
- High level of proficiency in Excel and databases; experience with Salesforce, InfoNet and HMIS preferred.
- Moderate proficiency in Word and Outlook.
- High-level accuracy, focus, and attention to detail in working with data to ensure completeness.
- High level of self-accountability when dealing with deadlines and priorities with minimal supervision.
- Ability to maintain the strict confidentiality of New Beginnings' participants and highly sensitive information.
- Ability to communicate about data and technology in an accessible way to a variety of audiences.

- Demonstrated ability to implement a project to completion.
- Ability to relate to a diversity of people with a range of backgrounds, identities, perspectives, and communication styles.
- Ability to work as part of a team and communicate with co-workers to ensure data needs are met.
- Ability to use supervision effectively to gain support and enhance performance.

New Beginnings values your lived experience. To apply, please send a cover letter detailing any experience related to the job responsibilities and qualifications, resume, and 3 professional references to jobs@newbegin.org. New Beginnings conducts background checks for all positions and will discuss results with applicants as needed. Only complete applications will be given full consideration. Open until filled. Additional agency information is available at www.newbegin.org