



POSITION DESCRIPTION

Position title:	Data Specialist
Candidate:	Vacant
Department:	Data
Supervisor:	Data Quality Manager
FLSA:	Full-time/Non-Exempt
Salary:	\$25 per hour
Effective date:	ASAP

OUR IMPACT

For over 45 years, Samaritan House has been leading the fight against poverty in San Mateo County. We're the only organization that delivers the full breadth of essential services and personalized support to the working poor. By ensuring our clients are fed, clothed, healthy, and housed, we help them create their own stability and remain an active, successful part of our community. After all, an enduring community is only possible when every person has the resources they need to live.

OUR CULTURE

We're passionate about providing our employees with a supportive work environment and experiences that help them grow. We offer excellent opportunities for individuals with proven strong, creative, results-driven leadership skills and stellar work ethics. We welcome candidates who love working with people of diverse backgrounds and want to make a difference by fostering community care for our neighbors in need.

YOUR IMPACT

Under the general supervision of the Data Quality Manager, the Data Entry Specialist reviews case files for integrity and consistency; enters Government Grant related data into the County HMIS/CORE Database and various Samaritan House databases including Salesforce; maintains the physical case files; assists in the evaluation of data quality, conducts data exception analysis and makes the appropriate data corrections. Conducts reporting as needed.

JOB REQUIREMENTS

Preferred and Required skills for success of this position include but are not limited to the following. In some cases, long term experience may substitute for Education.

Education and Certifications

- Bachelor's Degree in Data or Business Administration or related experience in Data Management.

Experience- Minimum 2 years' experience with

- Data Entry, Data Management and Reporting. Working with various Databases. Experience with Salesforce Data Management Systems is a plus.

Knowledge, Skills, and Abilities:

- Demonstrated skills in timely and efficient data entry, collection and analysis. Preferred experience with data manipulation, analysis, data quality assessment, data exceptions reviews and cleanup.
- Proficient with Microsoft Office Suite (excel, word, etc.) and Zoom; Excellent database and reporting skills.
- Proven ability to be highly organized, strong analytical skills, detail oriented and maintain excellent documentation. Strong time management skills, multi-tasking skills and ability to learn quickly. Ability to meet deadlines and complete all work in a timely manner (within required deadlines at times with short notice).

- Excellent time management skills required. Able to work in a fast-paced environment with various hard deadlines with short notice
- Must be able to successfully manage and maintain accurate records in a timely fashion and be able to prepare any necessary data or reports.
- Excellent communication skills. Demonstrated ability to communicate effectively both oral and written including the ability to understand and follow oral and written instructions in an independent manner.
- Proven ability to conduct all interactions with all constituents in a highly ethical manner demonstrating high level of integrity.
- Ability to establish and maintain successful and effective relationships with Samaritan House constituents. Includes ability to successfully work collaboratively and or independently.
- Demonstrated solutions-based approach to problem solving in an effective, efficient and timely manner. Ability to be creative and show initiative.
- Ability to follow Agency Policies and organize work to Samaritan House policies, procedures and best practices which include any related federal, state, or local agency requirement.
- Strong work ethic, customer service skills, positive and resilient attitude and integrity in all agency business dealings and interactions.
- Excellent, sound judgement and decision-making skills in a fast-moving environment; Ability to observe and work within professional boundaries in all interactions with all constituents; Ability to exercise tact and diplomacy under normal and stressful conditions.
- Excellent interpersonal and relationship building skills. Ability to work effectively, maintain and cultivate relationships with Agency constituents of diverse backgrounds.
- Flexible schedule, including ability to work early mornings, evenings, weekends and holidays when needed.

WORK ENVIRONMENT/MINIMUM PHYSICAL ACTIVITIES

Candidate must have the physical, visual, auditory, and analytical ability to perform the essential functions of the job and to respond to emergencies with or without reasonable accommodations. Reference checks and background checks will be performed prior to and at commencement of employment. Candidate must be able to work in a data environment with occasional-to-regular interruptions. Activities may include but are not limited to: repetitive finger movement, excellent finger and hand dexterity needed; repetitive hand/arm motion (computer work), extended periods of standing and/or sitting at a computer workstation, regular travel, occasional bending, pulling, pushing, reaching, lifting, and carrying up to 20 pounds. This position may require the usage of a mobile device or other assigned equipment, which will be provided. Position is on-site.

BENEFITS INCLUDE: Health, Dental, Vision, Life/LTD, EAP, 403(B) Retirement Match, 22 Days first year PTO, 9 Paid Holidays, Pet Insurance, AFLAC.

ESSENTIAL FUNCTIONS OF THE POSITION

- Review Government Grant Case Files for program compliance, consistency and integrity.
- Enter case file data into the County Clarity HMIS/CORE Database application and various Samaritan House Government Grant databases including Salesforce.
- Maintain the official set of physical case files for the government grants.
- Assist in the administration of the processes and forms that make up the case files.
- Analyze data exceptions and makes the necessary corrections.
- Provide reports as requested.
- Audit work for accuracy and make necessary corrections.
- Demonstrate and work within Samaritan House Values in all dealings with all Samaritan House constituents. Support Data Managers as needed.
- Perform all agency work with highest of ethical standards, excellent integrity and with excellent professional boundaries.
- Assist with the maintenance of a safe work environment for all and report any incidents within 24 hours or immediately
- Support, assist and attend general Agency events, activities and functions.
- Attend any assigned trainings or meetings internal or external- represent Samaritan House positively and professionally.
- Perform other duties as directed.

HOW TO APPLY

Samaritan House is an equal opportunity employer. Interested candidates will be required to submit a cover letter and resume to:

Samaritan House
Human Resources Dept
4031 Pacific Blvd. San Mateo, CA 94403
jobs@samaritanhousesanmateo.org
FAX: (650) 294-4336

No phone calls, please! Because of the volume of applications Samaritan House receives, we regret we are not able to respond to every applicant individually. If your skills and experience are a good match for this position, we will contact you for an interview.

ACKNOWLEDGMENT

Please sign below in acknowledgment you have received and understand the description of your job.

Employee signature

Date

Supervisor signature

Date

VP of Human Resources signature

Date

Signed copy provided to employee