



BIENESTAR

JOB TITLE: Data Management Specialist/Program Interviewer

JOB CLASSIFICATION: Non-exempt

REPORTS TO: Statistical Evaluation Manager

POSITION DESCRIPTION:

Under the direction of the Statistical Evaluation Manager, the Data Management Specialist will assist with carrying out program data management activities and research project activities. The Data Management Specialist will also be responsible for data entry and management, including archiving of data from HIV testing program in appropriate formats, tracking and verifying data quality from all sources.

DUTIES/RESPONSIBILITIES:

- 1.Responsible for data management, including data collection and proper documentation and filing.
- 2.Conduct program interviews.
- 3.Responsible for overall daily coordination of data collection and data entry for HIV testing program.
- 4.Compiles, sorts and verifies accuracy of data to be entered.
- 5.Submit interview data to computerized system.
- 6.Ensures adherence to data management protocols.
- 7.Assists with the review, entry and audit of agency program data.
- 8.Prepare weekly/monthly/quarterly program reports and keeps accurate up-to-date records and documentation to meet contractual obligations.
- 9.Assists with the development of promotional and educational campaigns utilizing agency data.
- 10.Assists with the development and implementation of community needs assessments, quality assurance and program evaluations.
- 11.Participates in agency special events and programs (i.e. parades, workshops, festivals, health fairs, World AIDS Day, etc.)
- 12.Attends educational workshops and conferences to obtain new information.

1/12/2022

13. Other duties as assigned.

QUALIFICATIONS:

- Bachelor degree in the field of Accounting or related disciplines from a university accredited by Western Association of Schools and Colleges (WASC) or equivalent accrediting institution.
- Experience in the field of Social Science, Public Health, Social Work or related disciplines or practical experience conducting programs for targeted population.
- Data management experience and skills, including proficiency with Microsoft Excel or SPSS.
- Experience managing electronic and paper-based data.
- Typing skills of 50 wpm.
- Experience working with HIV, STD or substance abuse prevention programs preferred.
- Experience providing individual assessments.
- Self-motivated, problem solver and able to organize job assignments.
- Organized and detail-oriented.
- Resourceful, energetic and able to work in an often fast-paced environment.
- Excellent verbal/written communication skills required in English and Spanish.
- A vehicle, proof of current insurance coverage and a current California driver's license.
- Must be legally authorized to work within the United States.

HOURS:

The agency's hours are from 10 a.m. to 7 p.m. Monday through Friday. Some weekend and evening work hours may also be required for these positions.

SALARY AND BENEFITS:

20 hours per week. \$17 - \$19 per hour commensurate with education and experience.

FOR FURTHER INFORMATION OR TO APPLY:

Email: hrjobs@bienestar.org

Positions will remain open until filled. Bienestar is an equal opportunity employer.