

JOB TITLE: Data Management Specialist



Bienestar Human Services, Inc. is a unique non-profit social service organization that successfully improves the health and well-being of the underserved Latino community in Southern California. BIENESTAR uses a uniquely relevant, peer-based approach, combined with 100% cultural competence and community outreach, to improve the outcome of public health. BIENESTAR networks with other social service organizations to provide a complete package of support to its clients.

POSITION DESCRIPTION:

Under the direction of the Evaluations Manager, the Data Management Specialist will assist with carrying out program data management activities and administrative 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 program requirements and verifying data quality from all sources.

SUMMARY OF DUTIES/RESPONSIBILITIES:

- Responsible for data management, including data collection and proper documentation and filing.
- Responsible for overall daily coordination of data collection and data entry for HIV testing program.
- Work on Los Angeles County Division of HIV and STI Program compliance requirements.
- Compiles, sorts and verifies accuracy of data to be entered (program and accounting).
- Ensures adherence to data management protocols.
- Assists with the review, entry and audit of agency program data.
- Prepares weekly/monthly/quarterly program reports and keeps accurate up-to-date records and documentation to meet contractual obligations.
- Assists with the development of promotional and educational campaigns utilizing agency data.
- Assists with the development and implementation of community needs assessments, quality assurance and program evaluations.
- Participates in agency special events and programs (i.e. parades, workshops, festivals, health fairs, World AIDS Day, etc.)
- Attends educational workshops and conferences to obtain new information.
- 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: Part-time or Full-time position (20-40 hours per week). Some weekends and evenings may be required.

SALARY: \$18-19 per hour commensurate with education and experience. Full benefits consist of health and dental insurance and 403B pension plan.

SEND RESUME: Hrjobs@bienestar.org

Position Will Remain Open Until Filled. Bienestar Is An Equal Opportunity Employer. Members of the LGBTQ+ community are encouraged to apply