

# CHOICES

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## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Data Specialist</b>
REPORTS TO:	Directing Clinian
DESCRIPTION STATUS:	Non-Exempt
SALARY:	DOE
HOURS:	9:00 AM to 5:00 PM, Monday - Friday

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### POSITION SUMMARY

CHOICES, Inc. seeks a reliable Data Specialist to join our team. The successful candidate will have quick typing skills, an analytical mind, exceptional attention to detail and a passion for precision. We're looking for a long-term employee who wants to grow within our company. You need to enjoy data entry and work efficiently in a fast-paced office setting.

### ESSENTIAL JOB FUNCTIONS:

(Responsibilities, Accountabilities, and Competencies; May not include all duties of this job. Order does not imply priority)

#### A. JOB DUTIES

1. Maintina client related data tracking systems and complete HMIS entries.
2. Collect data from various resources and verify the validity of the information.
3. Make sure data is accessible and accurate.
4. Generate client data for monthly reports.
5. Be able to provide reports to show significant results to stakeholders showing need for financial assistance and services for the population served
6. Able to work under deadlines
7. Able to produce custom data reports to use as marketing tools.
8. Be prepared to customize the database and software to meet the company's needs.
9. Assist with compliance for accreditation, certification and regulatory standards.
10. Provide data for written reports requested by city, state, and / or federal funding sources.
11. Provide backup support to business office and / or receptionist as needed.
12. Other duties as assigned.

**\*\*\*\*This position holds no supervisory duties**

#### B. CORE VALUES

Demonstrate personal and interpersonal qualities that support the core values and mission of CHOICES, Inc. and its programs. Have an unwavering belief in the power and possibility of recovery and absolutely believe that all individuals can lead full, rich and productive lives.

MISSION: Consumers having ownership in creating effective services (CHOICES)

PRINCIPLES OF RECOVERY:

# CHOICES

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Recovery is holistic, embraces culture, supported by peers, self-directed, springs from hope, and is a reality.

Rehabilitation services are person-centered, involve family and friends, anchored in the community, strength-based, use peer supports and honor partnerships.

CORE VALUES: Services are flexible, comprehensive, wellness driven and effective

## **ESSENTIAL JOB QUALIFICATIONS:**

**(Any equivalent Combination of Knowledge, Skills, Abilities, Education, and Experience)**

1. Requires an Associates in Information Technology or related field, or the skills, knowledge and abilities equivalent to the completion of two-year degree.
2. Result driven
3. Ability to organize; prioritize; and schedule work assignments.
4. Ability to work independently or as a team.
5. Strong interpersonal and communication skills.
6. Knowledge of charts and tables.
7. Knowledge of statistical models and graphs.
8. Knowledge of patient confidentiality and HIPAA.
9. Knowledge of Microsoft Suite and Outlook
10. Knowledge of AKAIMS preferred, but not required.
11. Must pass an extensive state and federal background check conducted by the State of Alaska.
12. Proof of valid Alaska Drivers License and 5-year clean driving record.
13. Have negative TB test result
14. Must be able to obtain First Aid/CPR certification.

We are an EEO, ADA, & AA employer

This Job Description reflects CHOICES, Inc.'s best effort to describe the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Job Description and understand the essential functions and essential qualifications of the job.

Duties performed are in office setting. Frequent walking. Long periods of sitting. Some lifting of 20 lbs or less and some stooping, squatting and bending

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.

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**I have received and read the CHOICES, Inc. Data Specialist Job Description.  
I agree to keep it readily available and to refer to it often.**

Employee Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_