JOB ANNOUNCEMENT – PLEASE POST

Data Support & Production Representative	
Case Management	**Closing Date: Open until Filled**
Budgeted Hours: 40 hrs/wk	**Salary: $13.77 - $18.37 Plus generous benefit package of Health Insurances, Retirement and Paid Time Off**

INTERVIEWS: All interviews are being held virtually
DRIVING RECORD: Applicants selected for interview will be required to electronically submit recent Court Print driving history obtained from the DMV. Please allow 3-5 days for delivery and longer for out of state. Please submit to ucan.employment@ucancap.org
BACKGROUND CHECK: Must be able to pass a background check ran by Oregon Department of Human Services.

THE POSITION: Collecting and entering data in databases, Virtual systems and maintaining accurate records of program/organizational data information. Develop analysis and reporting capabilities. Support the synthesizing of qualitative and quantitative data to communicate outcomes of department strategies, compliance and synergy with stakeholders to address the causes and conditions of poverty. Case Management Department require all staff to successfully complete and pass the necessary Criminal Background checks as determined by funders and department procedure. **Essential Functions:** 1. Insert customer and account data by imputing text based and numerical information from source documents; prepare reports and present alongside, as well as independently monitor results; work independently on projects requiring cross-agency data, integrating stakeholder data in collaborative efforts and articulating results. 2. Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry, review data for deficiencies or errors, correct any incompatibilities if possible and check output. Train in compliance review of case management and support internal monitoring activities. 3. Research and obtain further information for community mapping and work with stakeholders, consultants and agency staff to secure data mapping consistent with grant requirements. 4. Generate reports, store completed work in designated locations and perform back-up operations. 5. Interpret data, analyze results using statistical techniques and provide ongoing reports. Transform analytics in developing and implementing comprehensive tools and strategies that allow raw data from HMIS and other contractual requirements to be transformed into program insights, projections and statistical analysis for further funding evaluations. These insights are designed to influence decision-making and strategic planning across department for long term planning, biennial projections and other plans requiring management of scale against multiple strategies. 6. Develop and implement databases, data collection systems, data analytics and other strategies that optimize statistical efficiency and quality. Provides fiscal support to bridge MIP and Case Management internal fiscal oversight. 7. Create reports and gather necessary data for those reports as requested by supervisors and other team members. Provide accurate information in a variety of formats, utilizing software and media applications to display data in qualitative and quantitative exhibits. 8. Work in conjunction with Data Integrity & Compliance Manager and COO to plan and implement data strategies; work with assigned staff to produce documents for Leadership, Operations, and/or other programs as needs are defined. Projects assigned may include interacting with partner agencies, and providing solutions to integrating data from systems outside of agency to produce community wide data results and visual expressions for government officials, stakeholders, Board members, grant proposals, etc. 9. Keep information confidential and maintain security of data in office environment. 10. Comply with data integrity and security policies. Required to maintain Service Point license through agency.   **Note:** Regular and consistent attendance is required. Hours of work are during normal business hours and may require occasional evenings and weekends.

MINIMUM QUALIFICATIONS Associate's degree in computer science or business and one year work related experience OR three years work related experience (work experience must include automated accounting systems and/or increasingly responsible experience in the use of various types of computer software, and administrative desktop support functions) OR a satisfactory equivalent combination of education, experience and training. At time of appointment must be enrolled in the Criminal History Registry. Oregon Driver's License not required, but preferred.

In addition to the above, applications will receive further evaluation based on the following: **Knowledge of:** Proven working experience as data analyst or business data analyst. Strong knowledge of and experience with reporting packages databases, strong analytical skills with the ability to collect, organize, analyze and disseminate significant amounts of information with attention to detail and accuracy. Considerable knowledge of general office practices and procedures including verbal fluency and knowledge of English grammar, punctuation and spelling; considerable knowledge of data collection, recording and retrieval of automated database; considerable knowledge of systematic filing and retrieval processes or systems relating to program area; considerable knowledge of technical terminology typically encountered in an information services environment. **Skill in**: Use of modern office equipment, which includes computers, databases, programs and systems; effective and accurate processing information on a computer. **Ability to:** Communicate effectively in both oral and written forms; multi-task with limited supervision; estimate and manage time efficiently; establish and meet deadlines, self motivate, establish and maintain good relationships with supervisors and other personnel; maintain awareness of and follow all policies and performance standards affecting the program; make decisions independently in accordance with established policy; use initiative and judgment in completing tasks and responsibilities; work with detailed information for sustained periods of time, maintain records, reports and statistical data; maintain confidentiality; remain calm and use good judgment during confrontational or high pressure situations; courteously meet and deal effectively with coworkers, vendors and the public. Must follow all safety rules and practices, and perform work in a safe manner.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work will require bending, carrying, keyboarding, lifting up to 25 pounds (occasionally more), pushing, pulling, reaching, sitting, standing and walking. Work is typically performed under reasonable good working conditions. Work requires continuous mental and/or visual attention.

SUBMIT COMPLETED UCAN APPLICATION TO:
UCAN Human Resources, 280 Kenneth Ford Drive, Roseburg OR 97470
541-492-3913   FAX 541-492-3921
Or Online: Application on website: www.ucancap.org
EQUAL OPPORTUNITY EMPLOYER & PROVIDER