



“This institution is an equal opportunity provider”

JOB DESCRIPTION

TITLE OF POSITION: DATA/FAMILY SERVICES SPECIALIST

SUPERVISED BY: TBD depending on location of hire

GENERAL RESPONSIBILITY: This position will be responsible for tracking and monitoring accuracy of program data collection on behalf of Wyoming Child and Family Development in coordination with the Program, Design and Management team. This position is held 35 hrs./week 238 days/yr. This position will coordinate and maintain the ChildPlus data tracking system, Support the Education Director in teaching data tracking system Strategies Gold, support the Health Coordinator with data tracking and act as a support for the in kind pro data system; develop community needs assessment annually.

MINIMUM QUALIFICATIONS:

- Bachelor’s degree from an accredited college in Business, Computer Science, Analysis, Family/Consumer Sciences or other related field.
- Must have exceptional computer skills and have knowledge of data base systems.
- Must have strong verbal communication skills.
- Must be able to meet timelines and be able to manage multiple priorities.
- Must be reliable, organized, self-motivated and detail oriented.
- Must have the interpersonal skills to be able to meet the public and work with program staff.

ESSENTIAL FUNCTIONS:

1. Manages ChildPlus Data Tracking system including monitoring, data entry and reporting.
2. Trains and provides ongoing technical support for staff in all data tracking areas and reporting for WCFD.
3. Manages Program Information (PIR) tracking and assists with final reporting.
4. Manages ChildPlus Monitoring Suite.
5. Audits data on a regular basis to ensure data integrity and quality.
6. Contacts staff and supervisors if data is not correct or up to date.
7. Assist in preparation of data reports, training materials, presentations, publications, marketing, and other company materials.
8. Trouble shoots technology issues with various data tracking issues and works directly with technical support teams to resolve issues.
9. Ensures the bridge between ChildPlus and Teaching Strategies Gold (TSG) are functioning correctly.
10. Provides enrollment and attendance reports for PDM, Board and Policy Council.
11. Manages and tracks all Child Development Associates (CDA) information and assists the Deputy Assistant with others areas as needed for CDA.
12. Develops and manages the WCFD Community Assessment.
13. Assists Business Manager/Fiscal Officer in gathering data for the Wage Comparability Study as needed.

14. Assist the Family/Community Partnership Coordinator with family outcomes, parent and father/father figure involvement.
15. Maintains the confidentiality of program children, families and staff.
16. Reports suspected child abuse in accordance with the policies and procedures of Wyoming Child and Family Development, Inc.
17. Assures that the directives of the WCFD Board of Directors, Policy Council, and management are carried out in full, as well as, the requirements of the State and Federal agencies that provide funding for operations and program licensure.
18. Assists staff in planning and implementing the programs of the agency.
19. Assists in coordinating and providing training and technical assistance to program staff.
20. Follows all policies and procedures of Wyoming Child and Family Development.
21. Develops and implements plans to address weaknesses and out of compliance areas or program improvement.
22. Attends required training sessions.
23. Facilitates child and family outreach and recruitment efforts for all WCFD programs.
24. Performs other duties as assigned by the Board or its designee.

ALL REQUIREMENTS FOR THIS POSITION WILL MEET THE HEAD START/EARLY HEAD START PERFORMANCE STANDARDS, DFS LICENSING, NAEYC STANDARDS, WYOMING DIVISION OF DISABILITIES RULES AND REGULATIONS AND WCFD POLICIES AND PROCEDURES. ALL EMPLOYEES WILL ADHERE TO THE MISSION, VISION, AND VALUES OF WCFD.

THESE ARE MINIMUM REQUIREMENTS, NOT PERSONAL QUALIFICATIONS OF THE PERSON(S) PRESENTLY IN THE JOB. IN OTHER WORDS, YOU MUST MEET THESE REQUIREMENTS IN ORDER TO BE CONSIDERED FOR THE JOB.

STANDARD JOB REQUIREMENTS:

- Able to perform the essential functions of the position, as defined in the job description, without presenting a danger to either self or others, with or without reasonable accommodations.
- Must have an employment physical and TB test prior to work with children.
- Must have AHA CPR and First Aid Training completed within 90 days, unless otherwise specified by the supervisor.
- Wyoming Child and Family Development, Inc. requires all prospective employees to participate in a Central Registry and criminal background check, including fingerprinting upon hire and every 5 years.
- Must have a valid driver's license, safe driving record and liability insurance as required by Wyoming State Law. Driving records are reviewed annually.
- Wyoming Child and Family Development requires an initial statement of health from a licensed healthcare provider and a renewed statement every 5 years.

PHYSICAL/ENVIRONMENTAL REQUIREMENTS:

1. Must be able to work with families and children birth through age 5.
2. Must possess proper stress management techniques.
3. Must possess visual acuity and stamina to read technical material for extended periods of time.
4. Be able to sit, stand, or walk for long periods of time without fatigue of discomfort.
5. Must be able to travel to site locations, meetings and trainings, both in and out of state.
6. Must be willing to drive in a variety of weather conditions.
7. Must be able to hear and process ordinary conversation and telephone conversation.

8. Must be able to communicate effectively with staff, children, families, and community.
9. Must be able to tolerate air-conditioned buildings and fluorescent lights.
10. Must be able to climb stairs, stoop, kneel, crouch and/or reach, to retrieve materials and supplies from ground level to a height of at least 5 ft.
11. Must have upper body strength to lift and carry the equivalent of 50 pounds.
12. Must be able to assist a child to safety in case of an emergency.
13. Must be able to work in a flexible daily routine and change as required.
14. Must be able to work in a variety of temperatures, including hot and cold weather.
15. Transportation staff must:
 - a. Able to tolerate possible exposure to biohazards, i.e., body fluids, etc.
 - b. Ability to recognize mechanical problems that would require stopping of bus to prevent damage or potential accident while driving.
 - c. Able to read gauges on dash of bus and recognize indicator of problems.
 - d. Able to tolerate possible gas and diesel fumes.
 - e. Able to tolerate dust and gravel.