

JOB TITLE: Data Base Administrator (DBA)
REPORTS TO: VP Client Services & Housing
DEPT: Client Services

STATUS: NE- 511
SCHEDULE: M-F
UPDATED: 1.7.2019

Springs Rescue Mission considers every position one of ministry and a vital and valued part of our team. Therefore, it is essential that all employees of SRM have a personal relationship with Jesus Christ and subscribe to our Statement of Faith and Core Values.

SUMMARY OF POSITION:

The Database Administrator (DBA) supports the assessment, analysis and data collecting/tracking for the Substance Abuse and Mental Health Services Administration (SAMSHA) grant for Springs Rescue Mission (SRM). SAMSHA is a federal funded grant designed to lead chronically-homeless clients into continuums of behavioral health/mental health and substance abuse disorder recovery. This position is responsible to ensure the measures of fidelity in required data management and reporting for program methods and performance assessment in the implementation of this grant.

DUTIES & RESPONSIBILITIES:

- **Data Management**

- Plans designs and implement data management system and reporting for the grant
- Inputs and manages the collection of data and submits the information in SAMHSA's Performance Accountability and Reporting System (SPARS).
- Prepares data reports and analyses in support of SAMHSA requirements and expectations around performance assessments and quality improvement
- Networks with key SRM staff to support communication about each grant participant
- Monitors the project budget to assist the Director in ensuring proper billing of expenditures related to the grant.
- Communicates data findings via reports and presentations to staff with varying levels of familiarity with the data
- Conducts data analysis and clarifies research questions
- Creates internal and external reports to the appropriate entities
- Generates quarterly reports on measures of efficiency and effectiveness for senior leadership and program teams

- **Reporting Duties**

- Creates reports for internal and external entities (SAMHSA)
- Provides oversight of data security related to confidentiality of client information.
- Produces reports that track client outcomes and progress
- Builds reports to monitor performance of both clients and staff assigned to the project
- Analyzes data for use in program planning, program adjustments

- Delivers a process and mechanism for authentication of the data being collected and recorded.
- Ensures the fidelity/integrity of the data and written and verbal reporting abilities
- Additional Duties as Requested

EDUCATION/EXPERIENCE:

- BS or BA preferred in business, management or computer science
- Minimum 5 years' experience in a related field
- Experience in electronic data management and analysis of market data or social research

SKILLS AND QUALIFICATIONS:

- Maintains a personal relationship with Jesus Christ and is a constant witness. Christ-centered and compassionate attitude in dealing with people including the homeless and faithfully upholds and exemplifies SRM's Statement of Faith
- Serves as an advocate for the homeless and raise awareness of the needs and concern for the addicted, and those in poverty; engaging others within one's influence to greater involvement and effectiveness on behalf of this population in Colorado Springs.
- Believes that volunteers are vital to accomplishing the Vision and Mission of Springs Rescue Mission and thus is part of mobilizing the community in the fight against addiction, poverty and homelessness
- Strong organizational skills in order to manage a large data base
- Excellent written and verbal communication skills
- Advanced Excel skills, knowledge of pivot tables, and excellent computer skills for creating reports
- Interpersonal skills
- knowledge of statistics and experience working with large databases
- Ability to read and analyze government reporting requirements
- Ability to adapt to a fast-paced work environment

WORKING CONDITIONS/PHYSICAL FACTORS:

Occasionally = 1%-33%; Frequently = 34%-66%; Continuously = 67%-100%

- Climb stairs daily
- Any lifting up 25lbs

EQUIPMENT/TOOLS USED:

Computer/Internet
 Fax
 Phone
 Copier

