



## **Data and Quality Associate**

### **Position Summary:**

The Data and Quality Associate is a member of a team of committed professionals working together to provide customized services to fathers to increase their ability to meet their relational, social, emotional, and financial responsibilities to their children and family. This involves communication and coordination of services with the Senior Program Manager along with other team members to help fathers achieve programmatic and personal objectives.

The Data and Quality Associate Position monitors data collection and systematic review of data to mark organizational progress across the project. This position serves as a part of the Continuous Quality Improvement (CQI) Team, for developing processes to review and improve data collection to increase and improve program effectiveness. The Data and Quality Associate will report the Senior Program Manager and work collaboratively with the Director of Quality Assurance, to enhance the delivery of organizational systems to improve programmatic outcomes and to ensure accurate collection and monitoring of data into data management systems and statewide objectives are on track. In addition to reviewing and monitoring data entry processes, the Data and Quality Associate ensures that timely corrections are made. The Data and Quality Associate will recommend improvements to this process to the Senior Program Manager.

The Data and Quality Associate will work to increase the quality of data collection, data review, and data monitoring to improve programmatic service delivery; increase program deliverables and accountability to increase overall programmatic outcomes; and monitor program enrollment, completion, and retention over time and determine whether organizational modifications or adjustments will lead to overall improvement. The Data and Quality Associate will provide information and data for the Director of Quality Assurance and Senior Program Manager to utilize to improve organizational functioning, implement effective and reliable data collection, and compile grant deliverables.

This is a full-time, grant-funded position

### **Essential Duties and Responsibilities:**

- Monitor statewide data collection of local fatherhood programs.
- Monitor that internal/external performance targets are met, and desired outcomes achieved and properly documented.
- Report the effective, timely and reliable collection of all data points collected through data management systems. Collaborate with all fatherhood Data and Quality Managers to ensure this takes place.
- Serve on the CQI team and offer ongoing feedback on data trends; use analysis to make regular recommendations to Program Manager. Work with the CQI team to plan and implement CQI efforts in local fatherhood programs.
- Utilize information obtained through the observation of data and systematic processes and procedures, along with the extraction of data from multiple data management systems to suggested plans for the improvement of programmatic operations, procedures, and outcomes.
- Skilled in data management, cleaning, and analysis using Excel or similar software.
- Monitor multiple data management systems for completeness, accuracy, and clarity.

**Minimum Educational & Skills Requirements:**

- Master's degree in psychology, sociology, social work, business/statistics or a related discipline, or bachelor's degree in related discipline and/or experience in data management, data review or continuous quality improvement
- Excellent organizational and interpersonal skills
- Must demonstrate leadership skills and qualities
- Must have excellent oral and written communication
- Must possess the knowledge of client/family needs
- Personal experience with an understanding of diverse cultures
- Must have a valid Driver's license and acceptable driving record
- Must agree to pre-employment drug screen and criminal background check

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