



Job Description

Department:	Department of Mental Health	Location:	San Fernando/Canoga Park
Job Title:	Data Administrator	Reports to:	Program Director
Exempt/Non-Exempt:	Non-Exempt	Revision Date:	11/7/24
Position Type:	Full-Time (40 hrs. a week)	JD Approved by:	Sara Pineda
Pay Range	\$22-\$24	Apply at:	Sara.p@ecda.org

Job Description

Position Summary

The Data Administrator works under the direct supervision of the Quality Assurance Manager and is responsible for timely and accurate coordination of all PEI, DMH, CalWORKs, DCFS, SAMHSA and other designated data collection, outcome measures, OMAs and submission activities within the Agency, managing and maintaining staff-wide training requests and PEI training and invoices, responsible for attending PEI designated trainings, training staff on PEI measures and outcomes and scoring outcome worksheets, ensuring that Agency training manual is updated monthly, documenting and emailing information to supervisor and management staff, working on special projects, and administrative office duties as assigned by supervisor.

Role and Responsibilities

- Responsible for maintaining outcome measures, spreadsheets, reports, surveys, OMAs, discharge reports, note deadline reports, continuum of care reports, QA trends reports and submission activities within the Agency.
- Managing and maintaining staff-wide training requests and PEI training and invoices.
- Responsible for attending QA/QI Meetings as needed, PEI designated trainings, training staff on PEI measures and outcomes.
- Scoring outcome worksheets, ensuring that Agency training manual is updated monthly, documenting and emailing information to supervisor and management staff.
- Working on special projects and administrative office duties as assigned by supervisor.

Qualifications and Education Requirements

- BA degree or higher level of education and/or experience in human services or related field for a minimum of 2 years preferred.
- A minimum of 2 years DMH IS Data entry experience required.
- Knowledge of DMH PEI system
- Bilingual (English/Spanish) with excellent oral and written communication skills.
- Must have excellent verbal and written communication skills.
- Must clear HIPAA certification, Department of Justice, and TB clearance.
- Strong computer literate including Microsoft Word, Excel, Access, Adobe PDF, Outlook, Google Drive, Crystal Report, SPSS, EXYM, and Internet.
- Must have valid California driver's license, use own vehicle and be responsible for all liability on vehicle.

Preferred Skills

Comment

Candidates must be able to work effectively with their team and Manager, demonstrate adaptability, and can accomplish program goals and objectives. Candidates should demonstrate empathy, courtesy, interest, and a willingness to adhere to safety rules, as well as computer, email, Internet, and dress code policies. Must have valid California driver's license and use of personal vehicle that has liability car insurance. Candidates will receive their required BBS supervisory ratio for client services provided.



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The benefits of joining the ECDA team include health insurance, vision, dental, long-term disability, AD&D, life insurance, vacation, sick leave, paid holidays, jury duty, bereavement, and 401K matching.

All employees must demonstrate an understanding, patient, and receptive attitude toward individuals of varied age groups, behaviors, and varied disabilities. Employees must have the ability to maintain composure under stressful conditions. Staff must be able and willing to work with clients who have special needs and/or aggressive behaviors (i.e., biting, kicking, hitting, emotional outburst, etc.). Staff must have behavior management strategies and techniques relating to clients experiencing behavioral difficulties, positive behavioral interventions and applied behavioral analysis.

El Centro de Amistad provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, El Centro de Amistad complies with applicable state and local laws governing nondiscrimination in employment at every company location. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Acknowledgment

- By signing below, I acknowledge that I have read and understand the position description for this position, including the working conditions listed below. I feel I am qualified to perform the position duties as described, including the physical and mental requirements as outlined.
- By signing below, I feel I am qualified to perform the position duties as described with the following reasonable accommodations:

Employee Name:		Date:	
Employee Signature:			



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Physical Demands:			
	FREQUENTLY	OCCASIONALLY	SELDOM
Sitting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lifting 50 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Carrying	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kneeling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pushing/Pulling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Seeing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hearing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speaking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flexibility	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fine Finger Movement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Demands:			
Outside:	Ability to spend 20% of work time outside		
Inside:	Ability to spend 80% of work time indoors		
Noise:	Ability to withstand moderate to high noise levels, including voice levels 90% of time		
Heat:	NA		
Cold:	NA		
Electric Equipment:	Ability to operate office equipment, computer, copier, and cellphones		
Work with Others:	100% of time spent working and interacting with team and other departments		
Reading	Ability to read at a college level		
Writing	Ability to write at a college level		

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by staff members assigned to this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of the staff member assigned to this job.

To apply or any questions, please email Sara Pineda at Sara.p@ecda.org