



*Empowering Seniors and Caregivers  
CVCOA Helpline 1-800-642-5119*

<b>Position: Data Systems Director</b>	<b>Date: October 2018</b>
<b>Reports to: Executive Director</b>	<b>Department: Administrative</b>
<b>Status: 40 hours week/exempt</b>	<b>Approved: Beth Stern</b>

**Job Function/Position Summary:** The Data Systems Director will oversee the development and use of data systems, with a focus on efficient and effective methods to organize, store and analyze data. Our data is vital to support CVCOA’s vision of “A World Where Aging is Honored” and our mission of supporting Central Vermonters to age with dignity and choice.

**Essential Functions and Responsibilities**

**Reporting and Data Analysis:**

1. Provide data analysis for all aspects of agency work for purposes of reporting, quality assurance, legislative advocacy and grants.
2. Responsible for running, completing and submitting required agency data reports including 3squares, Medicaid, Fuel Assistance, Town funding, yearly federal reports.
3. In partnership with Development Director, provide relevant data for grants, info-graphics and agency advocacy.

**Data Base Management:**

1. In conjunction with agency departments, ensure that needed data is inputted into relevant database, including statewide consumer, donor and volunteer databases.
2. In conjunction with departmental supervisors, create and implement policies for effective data management, including timelines for data entry.
3. Formulate techniques for quality data collection to ensure adequacy, accuracy and legitimacy of data.
4. Serve as agency HIPAA compliance officer, including conducting agency HIPAA audit and developing confidentiality procedures in compliance with HIPAA.
5. Provide ongoing staff support and training in use of data systems.
6. Serve as conduit between agency and data companies.
7. Work with agency IT vendor to ensure data is protected from security breaches and data losses.
8. Evaluate current data bases and explore the best data bases for CVCOA into the future.

**Communication and Collaboration:**

1. Works cooperatively and collaboratively with staff and volunteers to support CVCOA’s mission and to sustain our goals.
2. Active member of agency Leadership Team.



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3. Chair agency “Internal Technology Team.”
4. Attend statewide data director meetings and/or meetings concerning data collection issues.

**Other projects as assigned.**

**Knowledge, Skills and Abilities:**

1. Bachelor’s degree or certification in computer or information science, management information systems, systems analysis or related field.
2. At least two to three years of proven experience as a data or systems manager.
3. Strong understanding of databases, data administration and analysis, and data technologies.
4. Proficient in MS Office 365 (Word, Excel, Access, Outlook etc.) and Google Analytics.
5. Training in or familiarity with Results Based Accountability (RBA).
6. Excellent communication and collaboration skills.
7. An analytical mindset; self-motivated to research and troubleshoot complex issues.
8. Ability to maintain confidentiality.
9. Ability to interact professionally with staff, agency partners and the public, including seniors and people with disabilities.
10. Ability to work independently and as part of a team.

**Additional Desirable Qualifications:**

1. Work or volunteer experience with social service agencies and/or mission driven non-profits.

**Physical Demands:**

1. Ability to work in sedentary job.
2. May require lifting, up to 25 pounds.

**Mental Demands:**

1. Attention to detail and deadlines.
2. Ability to multi-task and deal with interruptions.

**Working Conditions:**

1. Small private office or possibly shared office.
2. Occasional travel to satellite offices.

**Job Category: Director/supervisor**

**Starting wage range: \$20.00 - \$22.00 an hour**