



JOB ANNOUNCEMENT – RESOURCE/DATA SPECIALIST – Help Me Grow!

The mission of PdN Children's is that we help children with special needs achieve their fullest potential. Our vision is a world where all children thrive in an inclusive environment, recognized by their abilities and talents, rather than their differences. We've been serving children with special needs since 1948 and we love what we do and why we do it! Join us in our mission and make the journey with the precious children we serve.

Job Type: Full-time/Hourly

Wage: \$14.00/hr - \$18.48/hr DOE

Program Background - PdN Children's is the organizing entity for Help Me Grow El Paso, a nationwide, evidence-based system model that promotes awareness and early identification of developmental, behavioral, or educational concerns and links children and families to community-based services and supports at no cost.

Summary/Objective – The Resource-Data Specialist, under the supervision of the HMG EP Program Supervisor, maintains the HMG El Paso resource directory and caller database, certifies accuracy of client data and resources, and serves as the point of contact for agencies and organizations listed in the resource directory.

General Duties

- Assist in the design and development of HMG EP database technologies.
- Train on proper data entry protocols and oversee accuracy of data entry.
- Update data entry protocols as necessary.
- Update database to ensure proper functioning of data collection software and internet applications at all times.
- Oversee the organization and usage of resource directory for call center and community.
- Research existing resources and assure accurate entry into database.
- Conduct frequent scans for new resources for entry into database.
- Assist in securing memorandums of understanding (MOUs) with organizations in accordance with resource directory inclusion/exclusion criteria.
- Maintain open communication to ensure all team members are well versed on resources.
- Participate in ASQ (Ages & Stages Questionnaire) activities including trainings/workshops, administering and scoring screeners, data entry, and generating reports.
- Participate in relevant HMG EP and community partner meetings as assigned.
- Support COO and Program Supervisor in using call center data to identify gaps and barriers to services and system issue trends families experience in utilizing services.
- Collect data on common and impact indicators consistent with HMG guidelines.
- Analyze and prepare reports consistent with HMG guidelines.
- Performs additional tasks as assigned to support HMG program goals and objectives.

Required Education & Experience

- Associates degree in social work, psychology, human services, early childhood, or related field OR High School diploma with 2 years related work experience in social services, customer services, early childhood, or contact centers.
- Proficient in Microsoft Office (Word, Excel, and PowerPoint)
- Strong written and oral communication skills.
- Organized, detail oriented, and ability to complete tasks independently.

Preferred Education & Experience

- Knowledgeable about database functions.
- Ability to interpret and analyze data.
- Proficient in Spanish (spoken and written).
- Knowledge of community-based agencies and resources (social services).
- Knowledge of typical/atypical child development.

Other Duties - Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Work Environment - Work is performed primarily in an office/desk setting. However, this position does involve travel in personal vehicle within the community (i.e. attending meetings/outreach events, conducting screenings at satellite locations). Expect to work some evenings and weekends when necessary.

PdN Children's sets high standards of personal conduct and reliability; employee will be rated on their ability to meet these standards. Must be able to work effectively with coworkers, clients, and collateral parties in a cooperative manner. Must be able to work effectively using a client-centered model.

Physical Demands - Essential Functions - Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Please submit application (<http://pdnchildrens.org/career-opportunities/>) and proof of education to admin@pdnchildrens.org