

NEIGHBORHOOD PLACE OF PUNA

To Nurture, Strengthen, and Celebrate Ohana

www.neighborhoodplace.org

16-105 'Ōpūkaha'ia St.
Kea'au, HI 96749

ph: (808) 965-5550
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Data Specialist Job Description

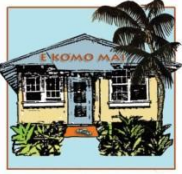
Job Title: Data Specialist
Reports To: Director of Operations or Program Coordinator
FLSA Status: Exempt
Created on: September 2023

Position Summary:

The Data Specialist plays a crucial role in working with the data associated with programs within the organization. The Data Specialist is an analytical professional who thrives on the opportunity to review and compound data. This is a fast-paced position that requires focused attention to detail and comfort with coding, formulas, data entry and extraction. The Data Specialist is responsible for collaborating with other data professionals to ensure high quality data collection that can then be converted to information and insights to address organizational needs and improve program effectiveness.

Essential Duties & Responsibilities: include the following. Other duties may be assigned.

- Evaluate multiple dataset collections for consistency, completeness, and accuracy.
- Produce regular data reports for management and agencies as needed.
- Ability to filter, validate, import and export data, identify and prevent duplications and perform data analysis.
- Collect, clean, sort, search, compare, secure, organize, and analyze data in databases, spreadsheets, or other electronic formats.
- Create and update forms, filters, formulas, code and apply rigorous quality assurance measures to validate the integrity of the information before it is utilized for program goals and critical decision-making processes.
- Identify gaps and recommend changes to existing methods or develop new solutions as needed.
- Monitor program messages, comments, notifications and storage.
- Ability to work remotely, independently and as part of a team.
- Good analytical and problem-solving skills.
- Conduct training and provide technical support to departments and agencies.
- Provide all aspects of Data Management in a professional manner -- in accordance with training, NPP policies and procedures, program requirements, and direction from leadership.
- Maintain flexibility in schedule so as to be able to attend meetings as well as provide services, support and outreach as needed.
- Participate in organization planning, attend staff meetings and training.
- Update shared calendar to show, activities, meetings, and general schedule
- Use independent discretion and judgment to make decisions that have a significant impact concerning the effectiveness of NPP's data management in the delivery of services and the tracking of outcomes and trends.
- Manage appropriate workload as directed by company/supervisor requirements



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- Participate in special grant projects and other assigned duties as directed

Supervisory Responsibilities:

This position has no supervisory responsibilities.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Bachelor's degree from accredited four-year college or university and two to four years related experience and/or training; or equivalent combination of education and experience.

Computer Skills:

To perform this job successfully, an individual must have knowledge of basic office software especially: MS Word and Excel, Google Docs & Sheets, and generally be familiar and comfortable using computers and various programs and apps. Specific skills include familiarity with Google Sheet formulas and javascript.

Other Requirements:

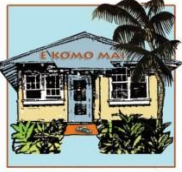
- Valid Hawaii driver license and no-fault car insurance.
- Personal vehicle with current safety check, registration and minimum no-fault insurance
- Criminal Record and/or DHS-CWS background check
- Maintain upkeep of office and general cleanliness of workspace

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear. The employee is frequently required to stand; walk; sit; climb or balance and taste or smell. There will be frequent requirements to drive and/or walk on unpaved roads. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment:



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The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to wet and/or humid conditions and outside weather conditions. The employee is frequently exposed to fumes or airborne particles and extreme heat. The employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually loud.

Because NPP works with the homeless, in the course of performing the duties of this job one may see, engage or be confronted with the following: violence and threats of violence; profane, racist and/or sexist language; bodily fluids; conflict; interactions with First Responders; alcohol and other street drugs; cigarette smoke; death of service participants; nudity of service participants; people involved with sex work; people involved in the drug trade; persons used against their consent, will or knowledge; people in conflict with the law; and/or other situations that may be unsettling. Measures are taken to train staff to appropriately deal with these situations, but those in the position should reasonably expect these types of things to occur and the Supervisor must provide appropriate direction and support to these situations.