

LIFE MANAGEMENT CENTER OF NORTHWEST FLORIDA, INC.

JOB DESCRIPTION

DATE ESTABLISHED: 02/12/19

DATE AMENDED:

TITLE OF POSITION: Disaster Recovery Program Data/Evaluation Specialist

POSITION NUMBER: 13-03

PROGRAM: Adult Services

SUMMARY: Position is responsible for implementing and overseeing the Disaster Recovery Crisis Counseling Program (CCP) data collection activities and is the point of contact for entering data into the CCP web-based system and the use of the mobile application. Collects and analyzes data, collects participant feedback surveys and service provider feedback surveys, reports data to FEMA and SAMHSA'S CMHS, and provides data analysis and feedback to state and provider leadership staff to improve program services.

Trains CCP staff on data collection forms and the mobile application. Works closely with program manager to ensure accuracy of completed forms and provides support to program manager and team leaders.

MINIMUM REQUIREMENTS:

High school graduate or equivalent. Some college preferred. Data entry, filing, computer, and other clerical skills. Knowledge of Microsoft Office products required. Knowledge of Excel Spreadsheets and reporting required. Excellent organizational, problem solving, critical thinking, and customer service skills required. Must be detail-oriented.

Compliance with minimum standards for screening of mental health personnel as contained in F.S. 394.4572.

Life Management Center maintains and enforces a drug-free workplace policy. Applicants are required to be drug tested prior to employment. Under certain circumstances, employees may

also be required to submit to drug and/or alcohol testing. Information on the Drug-Free Workplace Policy is contained in the employee Handbook and set forth in the Drug-Free Workplace Policy, available through the Human Resources Department and the organization's website at www.lifemanagementcenter.org

SUPERVISED BY: Disaster Recovery Program Project Manager

POSITIONS SUPERVISED: NONE

SALARY OR WAGE MINIMUM: \$36,400.00 ANNUALLY

WAGE AND HOUR STATUS: NON-EXEMPT

DESCRIPTION OF DUTIES AND RESPONSIBILITIES¹:

ESSENTIAL FUNCTIONS: (Essential functions of this position are listed below. The position also includes additional functions as needed and/or assigned by supervisor.)

1. Provides expertise to entire team on CCP data collection activities.
2. Serves as the point of contact for entering data into FEMA and SAMHSA's CMHS.
3. Provides data analysis and feedback to state and provider leadership staff to improve program services.
4. Collects provider data from paper and electronic systems and ensures data is entered into multiple formats as required by contract and Life Management Center standards.
5. Compiles data into reports to provide feedback to multiple agencies (FEMA, SAMHSA, DCF, Big Bend Community Based Care and Life Management Center).
6. Trains CCP staff on data collection forms and mobile applications. Works with Program Manager and Team Leaders to ensure accuracy of completed forms.
7. Provides feedback on data errors to Team Leaders and CCP staff. Monitors correct completion of errors.

¹ Expectations regarding quality and quantity of work are further delineated in the criteria-based performance appraisal.

8. Generates reports from the data to provide feedback to contract managers and other agencies.
9. Updates reporting mechanisms as required by data collection changes and reporting mechanisms required by multiple agencies.
10. Distributes new and updated information to Project Manager, Team Leaders and CCP staff, and provides training and expertise on data entry expectations.
11. Monitors data submissions and verifies against contract expectations.

NON-ESSENTIAL FUNCTIONS: List other functions that are typically shared with other employees or that could, if necessary, be performed by coworkers.)

- 1) Provides support to team for computer issues and mobile application affecting data submission.

Physical & Other Requirements:

Activity	Expectation		
Standing	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
<input checked="" type="checkbox"/> Sitting	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Frequent
<input checked="" type="checkbox"/> Driving vehicles	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Lifting and/or Carrying	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Bending and/or Stooping	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Climbing Stairs and/or Ladders	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Walking or Moving (between offices, other facilities, etc.)	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Frequent
Other (lift above waist/reaching etc., please explain)	<input checked="" type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> Frequent

Speaking: ☒ Yes ☐ No
Hearing: ☒ Yes ☐ No
Reading Comprehension: ☒ Yes ☐ No
Repetitive motion with hands, wrists, arms (e.g keyboard, typing, handwriting, etc.) ☒ Yes ☐ No

Ability to lift and carry up to **10** pounds.

Ability to handle stressful situations: ☐ Minimal ☐ Moderate ☒ Frequent

	Infrequent	Occasional	Frequent	N/A*
Travel Same Day	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Travel Overnight	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overtime (Non-Exempt only)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Holidays/Weekends	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shift Work (PMs/Midnights)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

* Not Anticipated

Copy received by:

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