

Lutheran Services Carolinas

Job Description

Job Title: NC Data Specialist
Supervisor (title): NC Recruitment Team Manager
Department: NC Foster Care Recruitment
Approved by: Myra N. Griffie **Date:** 4/12/2022

Position Purpose/Summary:

The NC Data Specialist is primarily responsible for working with the NC Recruitment Team Manager to perform a variety of functions related to recruitment and electronic health record data. This position will gather, clean, and study data sets to help identify trends and inform better business practices. The Data Specialist will assist with various special recruitment analyses and projects for Child & Family programs. **This position is homebased.**

Essential Functions (*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*)

1. Collaborate with the NC Recruitment Team Manager & EHR administrators to develop data points to be collected in EHR system.
2. Assist in the design and update of data entry as new features are developed and maintain current training materials and educational tools.
3. Analyzes recruitment data for child and family programs.
4. Develops annual forecasts & projections.
5. Translates recruitment results to supervisor, team members, and leadership team.
6. Works on special projects and requests for recruitment as requested by supervisor.
7. Interfaces with EHR administrators and IT as needed.
8. Assists with report writing.
9. Other duties as assigned.

Supervisory Responsibilities, if any (*The scope of the person's authority, including the positions that report to the incumbent.*): **N/A**

Qualifications (Minimum Job Requirements): *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education: 2 year degree in related field of study and 3 years of relevant work experience or bachelor's degree in related field of study and 1-year relevant work experience.

Experience: See above. Excellent verbal and written communication skills. Proven ability to train audience at level of learners. Proficient in Microsoft Office products (Word, Excel, Powerpoint). Proficient in data entry. Experience working with electronic databases.

Specific skills/abilities: Ability to gather, clean and study data sets to help identify trends and inform better business practices.

Specialized knowledge, licenses, etc:

Preferences (Optional): (*Preferred attributes for the position, which are not absolutely required in the minimum qualification - e.g. masters degree, bilingual*).

Working Conditions/Physical Requirements:

1. Homebased position.
2. Sitting at desk and in front of computer for extended periods.
3. Ability to bend, stoop, reach overhead.
4. Limited travel to facilities within North Carolina.
5. Understands the uses of office equipment.
6. Maintains confidentiality.

This job description is not an employment contract. Lutheran Services Carolinas reserves the right to alter the job description at any time without notice.

Employee Signature

Date

Supervisor Signature

Date

Employee signature constitutes employee's understanding of the requirements, essential functions, and duties of the position.