

JOB DESCRIPTION

Position: Data Innovations Specialist

Supervisor's Title: Senior Manager, Data Innovations

Status: Exempt/Full-Time

Start Date: March 2023

Prevent Child Abuse America (PCA America) is a leading champion for all children in the United States. Founded in 1972, we are the nation's oldest and largest organization dedicated to the primary prevention of child abuse and neglect, working to actively prevent all forms of child abuse and neglect before it happens. Our success is founded on a nationwide network of state chapters and nearly 600 Healthy Families America home visiting sites. We work across the public, private, and philanthropic sectors to assist communities in developing more just and equitable systems that benefit all children and families and break harmful intergenerational cycles of trauma and poverty. We also conduct, translate, and disseminate innovative research based on science that our vast network then puts into action. And we raise public awareness and advocate for family friendly policies at the national, state, and local levels to support transformative programs and promote the conditions and contexts that help children, families, and communities across the country thrive.

Primary Objective:

The Data Innovations Specialist contributes to the organization's mission by using data to generate insights that improve practice and increase learning across the HFA network. The position is part of a collaborative team launching a newly developed data warehouse to advance coordinated quality improvement and learning across our network in support of child and family well-being. The analyst will facilitate data interoperability between source data systems, lead efforts to improve reliability of family-level data, and analyze and generate insights from data.

The ideal candidate will enjoy working with others in a collaborative environment and get excited by working with data. They will find creative solutions and develop processes that help the HFA network use the LEAP Data Warehouse. They will contribute to the organization's mission by using data to generate insights that improve practice and increase learning across the HFA network. The position is part of a collaborative team launching a newly developed data warehouse to advance coordinated quality improvement and learning across our network in support of child and family well-being. The analyst will support the alignment of data between source data systems, lead efforts to improve quality of family-level data, and generate insights from data.

Responsibilities:

1. Use data to support quality improvement
 - Develop reports, dashboards, and visualizations to support program improvement and learning
 - Transform and prepare data for use in reports and visualizations
 - Apply a racial equity and cultural humility lens to the use and presentation of data in the data warehouse

2. Ensure that data is useful and actionable
 - Maintain knowledge of HFA data elements and best practice standards
 - Identify HFA analytics best practices from across the network and apply them to data preparation and reporting processes when applicable
 - Gather requirements, ongoing feedback, and interpretation from data contributors on an ongoing basis and integrate them into the data warehouse to make it more usable
 - Develop technical assistance processes and resources for sites to facilitate active use of the data warehouse on an ongoing basis
 - Support the tracking of data access and use agreements for the data warehouse

3. Contribute to the integration, standardization, and quality assessment of data to optimize reliability and interoperability between case management systems
 - Document definitions of HFA data elements that are used in reports and update them to maintain consistency with the HFA Best Practice Standards
 - Document alignment of similar data elements and recommend pathways for improved data integration in the data warehouse
 - Analyze data to determine data quality and make suggestions for improving data warehouse reports

Required Education and Skills:

- Bachelor's degree with at least five years related experience; or less than a Bachelor's degree with seven years of related experience
- Advanced Microsoft Excel skills and 5+ years of experience creating data visualizations, dashboards, and tracking/reporting tools in a social service setting or related field
- Experience with extracting data from data systems (e.g., family-focused data collection systems, case management systems, etc.) and creating data quality reports
- Experience with using home visiting data for quality improvement and knowledge of Healthy Families America Best Practice Standards or other home visiting quality standards
- Proficiency with Microsoft Office products, including Word, Excel, and PowerPoint

Preferred:

- Experience providing technical assistance and support through a strength-based and solution-focused approach
- Experience with Microsoft Power Query, Microsoft Power BI, Tableau, Qlik, or similar tools
- Experience with creating user guides and other resources to support data quality
- Experience analyzing and transforming data from relational databases

Additional Competencies:

- Demonstration of commitment to social justice, diversity, equity, and inclusion
- Willingness to continually learn and develop both technical skills and early childhood home visiting domain knowledge
- Ability to work effectively in collaboration as well as independently
- Strong work ethic and commitment to accuracy and creating high quality work products
- Ability to prioritize multiple work assignments and meet deadlines
- Flexibility to adapt to changing priorities
- Highest level of personal and professional integrity and ethics
- Knowledge of best practices for working with confidential data
- Ability to communicate with technical and non-technical audiences, including both written and verbal communication
- Ability to exercise good judgment, demonstrate professionalism, and take initiative

Compensation:

- Salary is commensurate with educational and professional experience.
- Benefits include health, dental, life, vision, and disability insurance, plus 401(k).
- Each full-time employee receives paid holidays, sick days, vacation days, and personal days in accordance with the PCA America employee handbook.

Work Environment:

The Prevent Child Abuse America headquarters is located in Chicago, IL and maintains a hybrid remote/in-office work environment. The position is open to a remote work option. This is a full-time (37.5 hours/week) position. Staff must maintain an office with internet and telephone. A computer and printer are provided. While performing the duties of this job, the employee is frequently required to sit, stand, talk, and/or hear, and/or use hands to finger, handle, or touch objects, tools, or controls. The employee must occasionally walk, lift and/or move up to 10 pounds while moving files or small packages. This position may occasionally lift and/or move up to 25 pounds while moving items. Capacity to spend significant time each day on a computer. Specific vision abilities required by this job include close vision and the ability to adjust focus. Specific requirements described here are representative of those that must be met by an individual to successfully perform the essential functions of this position.

Persons with mental or physical disabilities as defined by the Americans With Disabilities Act are eligible for this position as long as they can perform the essential



functions of the job after reasonable accommodations are made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible for this position.

Travel Required:

Minimal travel, typically to quarterly meetings, is required.

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.

Prevent Child Abuse America is an Equal Opportunity Employer.