**Job Title:** Data Compliance Specialist

Full-time, Exempt

**Position Summary:** The Data Compliance Specialist provides administrative and analytic support to all Willis Dady staff and programs, creates reports and dashboards for existing programs, and assists with program compliance and data entry. The Data Compliance Specialist ensures all programs are compliant with local, state and federal regulations and requirements. The position is based at the Willis Dady Emergency Shelter in Cedar Rapids, IA. The position is grant funded through December 2021 and further contingent on grant renewals.

**Immediate Supervisor:** Housing Programs Director

**To Apply**

Please submit a **resume, cover letter, and contact information for three professional references to** Alicia Faust at alicia@willisdady.org or via mail at 1247 4th Ave. SE, Cedar Rapids IA 52403. Interested applicants may also call for more information at: 319-362-7555. Applications are now being accepted and are due no later than June 24. The anticipated start date is as soon as possible after July 1.

**Principle Responsibilities/Duties**

* Complete efficient and effective processes for the collection, entry and cleaning of ServicePoint, the statewide homeless data entry system for all Willis Dady programs.
* Work closely with the Institute for Community Alliances and Willis Dady to become an expert in the timeliness requirements for each local, state, and federal grant.
* Develop and manage a robust an effective set of quality assurance practices.
* Design, validate and implement program dashboards and follow up procedures that report key performance indicators on weekly, monthly, quarterly, and/or annual basis.
* Complete the intake, prioritization, and completion of internal data entry and compliance.
* Provide data and technical support to Willis Dady staff and volunteers as needed.
* Apply data visualization principles to develop and present analysis in a clear, simplistic and impactful way.
* Assist in surfacing issues to leadership around problem areas related to program outcomes as applicable.
* Participate in continuous evaluation and improvement of program services, specifically focused on utilizing data to achieve the various objectives of the agency’s strategic plan.
* Coordinate and openly communicate with other agency case managers and staff.

**Administrative**

* Become ServicePoint trained within one month of employment. Accurately enter all households served into ServicePoint and correct any errors in a timely fashion (within two business days).
* Maintain agency record keeping and all communications in a confidential manner as per agency and program policies.
* Maintain and update paperwork in a timely and confidential manner.
* Comply with all grant funded program policies and assist the agency in meeting program expectations.

**Operational**

* Ensure safety and security of clients, staff and others according to agency policies.
* Consistently and diplomatically enforce agency and program rules and policies.
* Maintain work space in a professional and welcoming manner, including space at host sites.
* Provide requested information via telephone and emails within two business days and communicate promptly with partner agencies and program participants.
* Provide supervision, training, and guidance to agency volunteers as relevant to program goals.

**Other**

* Maintain scheduled attendance; inform supervisor and coworkers of absences or tardiness in advance.
* Attend all staff meetings including a monthly all-staff meeting, and community meetings as scheduled and assigned.
* Attend trainings as required and pursue professional and agency development according to agreed-upon goals.
* Represent the agency and program at community and fundraising events as assigned.
* Demonstrate a positive attitude and professional manner, both in appearance and actions in carrying out job responsibilities.
* Adhere to and enforce all agency and program guidelines, policies, and procedures.

**Requirements**

The Data Compliance Specialist must be self-driven and motivated. Previous experience working with database systems, file compliance, and a Notary Public, or ability to become licensed, is strongly encouraged.

Qualified candidates must have:

* Education/Experience: Four-year degree with a minimum of 3 years of experience working in information science, computer science, data science, human resources, and/or accounting.
* Initiative: The Data Compliance Specialist must create and maintain relationships with other agencies. They must be able to set up meetings and follow through with communication between providers.
* Ability to travel throughout Linn County, a valid driver’s license, and access to a reliable vehicle on a daily basis. All work-related travel expenses will be reimbursed by Willis Dady.
* Ability to work well independently and with a team. Must be able to make independent decisions about priorities on a daily basis. Must also be able to brainstorm and share information with Willis Dady case managers and shelter staff.
* Clear verbal and written communication.
* Service Point Certification must be obtained within the first 30-days of employment, and all required Service Point functions and any additional funder related data requirements must be met and maintained for the duration of the position.

Starting wage is $16.00 per hour. This position is full-time and reports to the Housing Programs Director. Benefits of full-time employment include health insurance, paid time off and paid holidays. It is the policy of Willis Dady Emergency Shelter to provide employment without regard to race, color, religion, national origin, sex, age, marital status, disability, sexual orientation, Vietnam era or disabled veteran status. All offers of employment are contingent on a negative report on the State of Iowa Criminal History Records Check and Sex Offender Registry. Willis Dady is an At Will Employer.