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**Mission:** *To offer resources for building health relationships and to work with community partners to provide services for healing the effects of interpersonal violence.*

**Vision:** *A community unified in peace and justice for the safety and well-being of every individual.*

**TITLE:** **Data Collection Support**

**GENERAL** Join a passionate, dynamic team dedicated to eliminating all forms of power-based

**DESCRIPTION:** personal violence, promoting peace, justice, freedom, and dignity for all. The ideal candidate is a warm, self-starter deeply committed to providing services from a strengths-based, social justice and anti-oppression framework.

This position is necessary to assist the Data Specialist to input and/or verify all client demographic information and services provided into a database tracking system.

**INITIAL SALARY:** $16/hr

($15/hr prior to completion of Crisis Intervention Training)

**SUPERVISOR:** Executive Director

**STATUS:** Non-Exempt, 20 hours per week

**BENEFITS:** Sick, holidays, vacation, 401k and employer match contribution

**QUALIFICATIONS:**

* Have a reliable means of transportation, valid driver’s license and insurance.
* Must pass Live Scan.
* Completion of 65-hour state-certified Crisis Intervention Training with emphasis on power-based personal violence. Training will be provided through Community Beyond Violence.
* Fluency in speaking and writing English; bilingual encouraged to apply.
* Computer literate, preferably with experience in working with databases and spreadsheets.

**SKILLS AND KNOWLEDGE OF ALL AGENCY POSITIONS:**

* Must abide by the Employee Manual and Community Beyond Violence (CBV) Policies and Procedures and adhere to CBV code of conduct, competency, ethical standards, values and mission.
* Open and willing to work through change in the workplace.
* Must embrace principals of trauma informed care and commit to on-going personal growth.
* Adhere to the philosophy that Clients are an expert in their own healing and all participation in services are voluntary.
* On-going training in power-based personal violence and related fields required.
* Handle multiple tasks, manage time, evaluate progress and adjust activities to complete tasks within established time frames and produce high quality work.
* Work both independently, as well as collaboratively with team members.
* Communicate sensitively and without judgment and to abide by agency confidentiality policy.
* Use good judgment to take responsibility for decisions made.
* Be flexible with work hours.
* Possess emotional maturity and stability, and role model non-violent behavior in resolving conflicts and exercise appropriate boundaries.
* Embrace and work with people from diverse personal and cultural backgrounds.

**POSITION** **RESPONSIBLITIES:**

* Maintain, verify, and update all agency clientele statistics within a computer database to track all desired and required information.
* Consult with Data Specialist and Supervisor to update and maintain client digital records.
* Assists with creating statistical reports as needed for grants, reports, outreach, and other funding needs.
* Help analyze data and extract relevant trends for management staff.
* Help track agency programming to ensure accuracy and compliance with funding requirements.
* Attends agency staff meetings and other agency meetings as needed.

**OTHER RESPONSIBILITIES:**

* As needed, provide back up for Advocates to offer crisis intervention services for Clients at Client Service Center.
* Other tasks and job duties as assigned.

**To Apply: Send cover letter and resume to Hr@CBV.org.**

Community Beyond Violence is an Equal Opportunity Employer.

All positions are grant funded and subject to possible funding/position loss.

Elements of this job description will be periodically evaluated and are subject to adjustment by CBV.