JOB DESCRIPTION
Tri-County Opioid Response

1. Little Dixie C.A.A.
2. PROGRAM: Tri-County Opioid Response Project
3. REPORTS TO: Project Director
4. TITLE: Project-Data Coordinator
5. GRADE: Six
6. DATE: July 2020
7. APPROVED BY: Rebecca Reynolds
8. STATUS: Non-Exempt

JOB SUMMARY:
• The Project-Data Coordinator is responsible for tracking, collecting, aggregating, and reporting quantitative and qualitative data and information from Consortium members in order to fulfill HRSA grant reporting requirements, also responsible for submitting quarterly and biannual reports, staff & consortium member training, conducting outreach, presentations to PD and Consortium members of data collection, and facilitating project activities among other duties as listed below:

DUTIES AND RESPONSIBILITIES:
• Responsible for tracking, collecting, aggregating, and reporting quantitative and qualitative data and information from Consortium members in order to fulfill HRSA grant reporting requirements
• Complete and submit quarterly and biannual reports to HRSA in collaboration with PD
• Ensure staff and consortium members are trained over the features and uses of the Smartsheet data and referral management system
• Responsible for training and assigning data collection and referral management tasks to VISTA volunteers and CRRS staff.
• Conducts outreach and links resources between providers and participants.
• Presents to PD and Consortium members the trends/findings within the data.
• Facilitate project activities including but not limited to: community education/presentations; event and outreach coordination; supporting partner staff in facilitating education; SUD/OUD training to medical and behavioral health providers, integrating screening services in clinics; support the recruitment of medical and behavioral health staff through outreach and engagement; engage emergency responders in training and outreach coordination; facilitate the development of a community referral network management system; connect and recruit new community organizations into community referral network; facilitate the development of an internship system within consortium, engage community organizations i.e. housing groups/landlords, employers etc. for recovery support programming

SUPERVISORY RELATIONSHIP:
The Project-Data Coordinator works under the supervision of the Project Director and performs no staff supervision.
**QUALIFICATIONS:**

- Bachelor’s Degree (four-year) in Information Systems or related field preferred.
- The Project/Data Coordinator must be able to collect, aggregate and understand data as it relates to the project; Possess strong verbal and communication skills to present data findings; train staff on data collection, data entry, etc.
- This position will require critical thinking and problem solving skills.
- A High School Diploma/GED and minimum of one year experience/background in collecting, tracking, and aggregating data will be considered in lieu of a four-year degree.
- The Project/Data Coordinator will be trained on the use/features of the data management system, “Smartsheets” and will be tasked with training staff and consortium members.
- He/she will possess strong organization and time management skills to ensure that all reports, including those required by the funder are completed and submitted in a timely manner.

**MENTAL AND PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:**

1. Ability to communicate effectively (verbal and written); ability to maintain emotional control under stress.
2. Constantly must be able to sit/stand in a stationary position 50% of the time.
3. Frequently must be able to move about inside the office to access file cabinets, office machinery, etc.
4. Frequently must be able to operate a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
5. Frequently must communicate with staff and others who have inquiries about the project. Must be able to exchange accurate information in these situations.
6. Occasionally must move/carry equipment weighing up to 30 pounds.
7. Frequently must ascend/descend steps, including in and out of vehicles.
8. Frequently must visually detect highway signs and interact with traffic while operating a vehicle.

I have read and understand the job description listed above. My questions have been answered. I am fully qualified for this position and can perform the duties as described. I understand that this is not an exhaustive list of all my duties and responsibilities. I understand that Management (and no other) reserves the right to revise this job description as deemed necessary.

Little Dixie Community Action Agency, Inc. is an Equal Opportunity provider and employer. The functions, qualifications, requirements, and physical demands listed in this job description represent the essential functions of the job, which the employee must be able to perform either with or without reasonable accommodation. As an equal opportunity
provider and employer. The functions, qualifications, requirements, and physical
demands listed in this job description represent the essential functions of the job,
which the employee must be able to perform either with or without reasonable
accommodation. As an equal opportunity provider and employer, LDCAA will make
reasonable accommodations to enable individuals with disabilities to perform their
job duties and functions. The listed job functions, duties and responsibilities do
not necessarily include all activities that the employee may perform. Nothing
herein restricts management’s right to assign or reassign duties with
responsibilities to this job at any time. This position is Non-Exempt from the
provisions of the Fair Labors Standard Act and its amendments. I certify that I
understand and accept the responsibilities and duties of this position.

______________________________  ______________________________
Employee Signature                      Date

______________________________
Employee Name (Printed)