Job Title | Data Manager
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Employer/ Agency | Horizon Outreach

Job Description
The Data Manager will monitor and analyze data on Horizon Outreach’s operations and clients to support required reporting to the funder, the federal Administration for Children and Families (ACF), and to promote continuous quality improvement (CQI). The data manager will be responsible for monitoring data collection and entry into the required Management Information System (MIS) for this grant, called Information, Family Outcomes, Reporting, and Management (nFORM), used by all HMRF grantees, as well as Efforts to Outcomes (ETO). The data manager will assess data quality and address quality issues, as needed. He or she will summarize the data for required quarterly reporting to ACF. Working with the HMRF grant team, the data manager will regularly analyze data in nFORM and from other sources to assess program operations and areas for improvement. The manager will also be responsible for communicating the results in an accessible way and participating in strategic planning to identify, implement, and track solutions.

ESSENTIAL FUNCTIONS
• Maintain an active user account in nFORM and develop proficiency in using nFORM, including but not limited to analysis using nFORM-produced QPR/PPR reports, query tool, operational reports, and data exports.
• Develop and maintain Horizon Outreach’s data collection, monitoring, reporting and security plans and procedures, and ensure that these plans and procedures align with the grantee’s nFORM data sharing and user agreement, as well as other applicable security and human subjects protection requirements.
• Train and supervise others to ensure procedures are implemented as intended by grantee staff.
• Regularly assess data quality, including timeliness, completeness, and accuracy.
• Analyze data for quarterly reporting to ACF and for CQI efforts to identify areas for improvement and test solutions.

Qualifications
MINIMUM QUALIFICATIONS:
• Minimum bachelor’s degree, master’s preferred, in appropriate field such as math, statistics, operations research, business administration, public administration, public policy, government, economics, accounting, or other field relevant to data analysis.
• At least two years of academic, internship, or work-related experience related to data analysis and statistical software packages, project management, business analysis, or evaluation of operations of government projects or programs.
• A combination of equivalent education and work experience may be substituted for the above requirements.

KNOWLEDGE, SKILLS, AND ABILITIES
• Strong organizational and decision-making skills, accuracy, and attention to detail.
• Strong communications skills (written and verbal), and ability to share findings with technical and non-technical audiences and respond to inquiries.
• Advanced understanding of mathematics and descriptive statistics with experience in the manipulation and quantitative analysis of data.
• Knowledge of data requirements, documentation, and analysis methods.
• Knowledge of federal, state, and organizational data security requirements and procedures for safeguarding personally identifiable information (PII).
• Ability to comprehend technical materials in tabular or statistical form.
• Ability to work effectively in Excel, Word, Adobe Acrobat, and other software packages, including especially statistical packages such as SPSS, SAS, and Stata, to extract, analyze, and present data.
• Ability to train and supervise others on data collection and data security, as well as data extraction, analysis, and presentation.
**COVID-19 considerations:**
The organization requires all employees, contractors, visitors to wear face masks when visiting the office or during working hours and all employees are screened.

<table>
<thead>
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<th><strong>Salary/Hours</strong></th>
<th>Exempt Salaried Position $50K-$52K; M-F 8:00 a.m. -5:00 p.m</th>
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</thead>
<tbody>
<tr>
<td><strong>Employer/Agency</strong></td>
<td>Horizon Outreach</td>
</tr>
<tr>
<td><strong>Address</strong></td>
<td>256 N. Sam Houston Pkwy, East Suite 115</td>
</tr>
<tr>
<td><strong>City, State, Zip</strong></td>
<td>Houston, TX 77060</td>
</tr>
<tr>
<td><strong>Contact Person</strong></td>
<td>Human Resources</td>
</tr>
<tr>
<td><strong>Telephone Number</strong></td>
<td>(713) 467-4966</td>
</tr>
<tr>
<td><strong>Fax Number</strong></td>
<td>832.553.3121</td>
</tr>
<tr>
<td><strong>Email Address</strong></td>
<td><a href="mailto:career@horizonoutreach.org">career@horizonoutreach.org</a></td>
</tr>
<tr>
<td><strong>Application Method</strong></td>
<td>Send resumes to <a href="mailto:career@horizonoutreach.org">career@horizonoutreach.org</a></td>
</tr>
<tr>
<td><strong>Opening Date</strong></td>
<td>Immediately</td>
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