



DOORWAYS

Job Announcement

- Job Title:** Data Systems Specialist
- Employment Status:** Full-Time/Hourly (40 hours/week)
- Supervision:** Reports to the Data Systems Administrator

ORGANIZATION SPOTLIGHT:

DOORWAYS, a nationally-known interfaith non-profit, empowers clients to overcome poverty, HIV/AIDS, and homelessness by providing numerous social services that improve Housing, Health, and Hope®. Now in its 31st year, DOORWAYS has progressed to a multi-million dollar agency that assists over 3,000 clients annually. Currently under a successful capital campaign, DOORWAYS will break ground on a new campus later this year and offer even more services to those in the St. Louis-region.

WHAT WE'RE LOOKING FOR:

We are looking for an eager Data Systems Specialist who is ready to assist the organization in improving our data entry and data visualization processes. This position requires closely working with the Data Systems Administrator to become an expert on our CaseWorthy and ServicePoint data systems. The Specialist must pass a background check, drug test, and TB test.

WHAT YOU RECEIVE:

The chance to work in a diverse and employee-centered environment with a staff that exudes endless compassion. DOORWAYS is a fast-paced and jovial workplace that offers many competitive benefits: health insurance (including medical, dental, vision, life, and short/long-term disability coverage), tuition reimbursement, flexible scheduling, three Employee Assistance Programs (EAP), a 403(b) retirement plan, a flexible spending account, a health reimbursement agreement, paid parental leave, personal time off (PTO), continuing education and mileage reimbursement. The Agency is also a qualified employer for the Public Service Loan Forgiveness Program. DOORWAYS offers countless training opportunities throughout the year, and we always make time for team-building and fun.

MAJOR DUTIES AND RESPONSIBILITIES

- Accurately enter data in CaseWorthy and ServicePoint data systems while assisting team members with locating missing information and correcting inaccurate/duplicative records.
- Assist Agency with quality assurance and subsequent reporting of data in CaseWorthy and ServicePoint data systems.



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- Respond quickly to inquiries on records/data for grant reporting and compliance purposes. Applicant must be comfortable reporting data to staff and confident in the integrity of the information they share.
- Enhance and increase usage of data visualization to improve DOORWAYS' ability to share its mission and better connect to stakeholders.
- Team with Agency leadership to oversee quality of data and make recommendations for how information can best be managed.
- Work diligently alongside supervisor to resolve system problems with a goal to reduce downtime for users.
- Assist Agency with further development of CaseWorthy system and prepare data collection processes for anticipated organizational growth.
- Establish consistent communication with users to educate them on the CaseWorthy system, including process updates and software upgrades.
- All other duties and special projects as assigned by supervisor.

REQUIRED SKILLS AND ABILITIES:

- Applicant must have strong attention to detail and communicate well. Applicant must be comfortable with data entry being a major component of the position (15-20 hours per week).
- Ability to communicate technical concepts/issues and assist in resolving data system problems.
- Collaborative working style and ability to work well with all staff.
- Fast learner who is challenged by learning new things and interested in updating work flows and data entry processes.
- Ability to work independently and engage supervisor as needed.
- Highly organized, ability to manage multiple projects with tight deadlines and handle full workload to meet proposed deadlines.
- Flexibility and creativity in delivering objectives, ability to adapt and adjust to changing priorities.

WORKING CONDITIONS

The Specialist will require significant time training with their supervisor, which would take place during standard business hours (8:30a-5p). Once the probationary period is complete, their hours will be at their discretion but must be approved in advance by the Supervisor.

QUALIFICATIONS

EDUCATION, EXPERIENCE, AND ABILITIES

Minimum:

- Bachelor's degree in an information technology, computer science, quantitative, scientific, or STEM and/or business-related field preferred. Significant STEM-related experience, training, or classwork will also be considered.



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Desired:

- Experience writing simple and complex SQL queries and stored procedures or willingness to learn same.
- Working knowledge of python for scripting comparison programming and automation.
- Working knowledge of Microsoft SQL Server Management Studio, SQL Server Reporting Services, Microsoft Visual Studio, and Microsoft Excel.

SPECIFIC REQUIREMENTS

- Must be able to read, write and speak the English language.
- Must be able to follow written and oral instructions.
- Must have a positive attitude on a daily basis and work well with diverse populations.
- Ability to maintain strict confidentiality and build professional relationships with staff.

PHYSICAL REQUIREMENTS

The Data Systems Specialist will do a large part of their work sitting and/or at a computer and must be able to spend extended periods of time typing and reading at a computer. The Specialist may need to lift, push, or pull items up to 25 pounds during their workday.

This job description in no way states or implies that these are the only duties the Data Systems Specialist will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

DOORWAYS provides equal employment and social service opportunities to all regardless of race, color, sex, national origin, ability, military service eligibility, veteran status, marital status, disability, gender, gender identity, gender expression, sexual orientation or any other category protected by law. We strongly encourage and seek applications from women, people of color, members of the LGBTQIA+ community, as well as individuals with prior contact with the criminal justice system. DOORWAYS complies with federal and state disability laws and makes reasonable accommodations for applicants and employees with disabilities.

If interested, please send cover letter, resume, and salary requirement to:
employment@doorwayshousing.org