



ALAMEDA COUNTY FAMILY JUSTICE CENTER
(Alameda County District Attorney's Office)

Data Support Specialist
(Clerk I - \$20.72 to \$23.56)
\$1,554.00 to \$1,767.00 bi-weekly
Hours: 8:30 am – 5:00 p.m. Monday through Friday

Opened in 2005 the Alameda County Family Justice Center (ACFJC) helps victims of domestic violence, child abuse, elder and dependent adult abuse, sexual assault and exploitation, trafficking and stalking who historically often sought help from a fragmented, disjointed system of agencies offering related, but uncoordinated services. The ACFJC now serves as the heart of a comprehensive service delivery system made up of over 100 public and private agency partners throughout the Bay Area, providing a gateway to safety, healing, and empowerment for victims of abuse. We advocate for and construct a future where there is zero tolerance for domestic violence, child abuse, elder and dependent adult abuse, sexual assault and exploitation, trafficking and stalking.

Position: Data Support Specialist

Overview: The data support specialist completes administrative functions to ensure that the Alameda County Trauma Recovery Center (ACTRC) and Navigator operations run smoothly by entering all data efficiently and in a timely manner. The data support staff is adept at leading and managing a variety of projects simultaneously. This requires the particular talent of being able to communicate effectively with members of the ACTRC/Navigator team. The data support specialist, under the direct supervision of the Director of Programs, will work on-site at the ACFJC providing general office administrative support.

Skills & Abilities: A successful data support specialist is a very flexible person who can stay productive when the demands of work are pulling you in many different directions at once. They are at their best in dynamic situations and have the ability to perform professionally in a fast-paced environment with the grace and willingness to change direction when circumstances demand. They thrive in situations with many things going on at the same time.

A self-starter, who when faced with a complex situation involving many factors, enjoys managing all variables and trying to figure out the best way to get things done. Must have a reputation of being utterly dependable, have an excellent attendance record and understand the importance of being punctual. Attention to details is important but so is the ability to approach any task with a strong drive to understanding the meaning behind the data and enjoy helping to interpret it for others.

Strong communications skills are necessary to effectively collaborate with the TRC/Navigator team. The Data Support Specialist will be expected to demonstrate strong professional judgment, professional etiquette, and have strong problem-solving skills.

The Data Support Specialist under the direction of the Director of Programs will perform the following job responsibilities:

- Inputting client data into ACTRC Database and Efforts To Outcomes (ETO)
- Creating mental health screening packets for ACTRC Medical Social Worker
- Assigning new ACTRC client referrals with Unique Client Identifier (UCID) numbers on the ACTRC Referral List
- Updating client information and contacts on ACTRC Referral Excel Spreadsheet
- Cancelling, rescheduling and confirming client appointments
- Creating ACTRC Weekly Meeting Agenda
- Taking minutes for TRC weekly meeting and typing up and distributing notes
- Provide front desk coverage and KidZone coverage as needed

This position is not limited to the duties described above. This is not an exhaustive list of duties and responsibilities of this position. Duties and responsibilities may be changed, expanded, reduced, or deleted to meet the business needs of the ACFJC.

Requirements:

- BA or 2 years general administrative assistance experience
- Excellent organizational and time management skills
- Excellent written and oral communication skills
- Ability to relate well with people from diverse socio-economic and ethnic backgrounds
- Completion of 40-hour advocate training by a certified domestic violence service provider agency
- Valid CA driver's license
- Good computer skills with knowledge of Microsoft Outlook, Word and Excel
- Ability to handle crisis situations in a professional manner

The ACFJC is proud to be an equal opportunity employer. The ACFJC maintains a policy of non-discrimination with respect to employees and applicants for employment. No aspect of employment will be influenced in any matter by race, color, religion, sex, age, national origin, marital status, ethnicity, religion, sexual orientation, physical disability (including HIV or AIDS), medical condition, perceived physical disability or veteran status, or any other basis prohibited by statute.

To apply:

Submit completed job application to Human Resource Department: dajobs@acgov.org
Feel free to attach your resume and cover letter as well.

Please submit job application, resume and cover letter by 5:00 pm Friday, November 9, 2018.