

Data Support Specialist

The Washington Coalition of Sexual Assault Programs (WCSAP) is a statewide membership organization, based in Olympia, committed to eliminating sexual violence and fostering social change. WCSAP is currently seeking a Data Support Specialist. The primary responsibility of this position is to provide technical assistance to state programs around VAWA STOP and VOCA economic recovery funding and to collect program data. Familiarity with the federal funding and field experience preferred. Attention to detail and time management skills are essential. All applicants must be familiar with and agree with WCSAP's mission statement and philosophy regarding the elimination of sexual violence, empowerment, inclusiveness, and social change.

WCSAP values diversity in the workplace. WCSAP is committed to services for all individuals regardless of race, gender, religion, age, ethnic background, social or economic status, sexual orientation, marital status, physical or mental status. WCSAP recognizes the importance of working on racism, homophobia, able-bodyism, and other issues of oppression in order to make services accessible to all.

Please submit an application packet containing: cover letter, resume, and release of information to Jeanne McCurley, WCSAP, 4317 6th Ave SE, #102, Olympia, WA, 98503 or Jeanne@wcsap.org. Position open until filled, first review June 25th, 2009.

TITLE:	Data Support Specialist
SALARY/CLASSIFICATION:	\$16.00- 18.50 hour
SUPERVISOR:	Executive Director
STATUS:	Part-time (.5 FTE), Time limited 18 month project. Non-
exempt with benefits.	
AREA of EMPHASIS	Technical Assistance and Data Collection Support for State Sexual Assault Economic Recovery Grant Recipients

Overview:

This job is funded by the American Recovery and Reinvestment Act of 2009 and provides technical assistance to state sexual assault providers who received recovery act dollars for sexual assault service delivery. WCSAP's role is to collect project data and to support recipients to meet project objectives and compliance needs. President Obama in authorizing the monies made it clear that the American Recovery and Reinvestment Act will be carried out with full transparency and accountability and that the purpose of the Recovery Act is to create and save jobs, jumpstart our economy, and build the foundation for long-term economic growth.

Goal Statement: To provide sexual assault specific project technical assistance to State awarded economic recovery VAWA and VOCA grant recipients; to monitor, collect, and report program data; and to ensure compliance with federal guidelines.

Duties and Responsibilities:

Technical Assistance

Provide consultation, training, and resource information to sexual assault service providers in Washington State who received VAWA and VOCA economic recovery funds.

- Identify and assess grant project recipient needs and develop mechanisms to address those needs
- Develop support materials that increase the capacity of recovery recipients and success of projects.
- Facilitate collaborative meetings among recipients as needed.
- Provide onsite technical assistance support as needed
- Identify potential resources (educational materials, agency samples, police, procedures and other information) that will assist agencies and coalitions in their projects and with compliance needs.

Reporting

- Oversee monthly and quarterly reporting processes of program recipients
- Timely collate project data and submit to external funding entity
- Creation of internal mechanism for monitoring and reporting data
- Data reporting in Infonet online system

Develop materials

- The development of assistive materials that increase the capacity of recipients relative to the scope of their project.

Develop communication forums

- Create and implement forums (conference calls, electronic communities, etc.) through which recipients can share resources and information.
- Identify topics for discussion and coordinate contacts among the group as needed.

Coordinate with WCSAP staff to ensure

- Timely sharing of information
- Responsiveness to constituent needs

Support WCSAP Capacity Development

- Attendance at community meetings as assigned by the Associate or Executive Directors
- Participate in Regular Staff Meetings, Annual Conference and Retreats
- Other tasks as necessary to carry out WCSAP's mission and work - as assigned by Supervisor
- Obtain a minimum of 12 hours of on-going training relevant to responsibilities and duties

Minimum Qualifications:

- An understanding of and agreement with WCSAP's mission statement and philosophy regarding the elimination of sexual violence, empowerment, inclusiveness, and social change
- 1 - 3 years experience working in social services
- Excellent written skills and ability to synthesize information and materials for report writing
- Experience with group/committee facilitation and development
- Demonstrated organizational skills and attention to detail
- Demonstrated ability to work with diverse groups.
- Ability to travel statewide as needed.
- Ability to work independently and adhere to strict deadlines
- Moderate computer skills—especially related to database and word processing.

Desired background:

- Experience in working with victim services
- Familiarity with VAWA and VOCA funding
- Knowledge and familiarity with the Washington State Core Sexual Assault Service Standards. An understanding with the provision of victim advocacy for sexual abuse/assault victims and their non-offending families/caregivers
- Experience using the state victim service Infonet reporting technology

I have reviewed and agree to the above job description.

Signature

Date

Reference Check - Release of Information

I _____ (name) am applying for the Data Support Specialist position with the Washington Coalition of Sexual Assault Programs (WCSAP). I give WCSAP permission to contact past employers and contact reference I have provided. The following are any restrictions to such permission:

Signature

Date