

JOB DESCRIPTION: Data Systems Associate

The Health and Welfare Council of Long Island (HWCLI) is a private, not for profit, health and human services planning, research/public education and advocacy organization that serves as the umbrella for public and voluntary agencies serving Long Island's poor and vulnerable individuals and families. HWCLI's mission is *to respond to the needs of Long Island's vulnerable families and individuals by promoting the development of public policies and services - ensuring that the voice of the powerless are heard.*

Job Summary:

The Data Systems Associate is an essential position in the C/FHP program and the overall functioning of the organization. This position is responsible for managing the organization's data, which includes internal and external data systems, and providing general office technical support. The Data Systems Associate must ensure the completeness, accuracy and consistency of all data so that it meets the standards of quality expected for reporting to regulatory bodies and for internal use. The pace of the job can vary and requires someone who can multi-task.

Essential Duties:

Under the supervision of the C/FHP Director:

- Manage all data operations in the internal (Care Scope) and external (NYS HPN) databases, including data entry, queries and reports
- Provide timely reports to management staff as requested/required
- Recommend and help implement "best practices" related to database policies and procedures
- Provide formal and informal staff training related to Care Scope
- Support users by troubleshooting directly or communicating problems to technical partners responsible for data systems
- File completed applications for easy accessibility
- Serve as back up to client coordinator for a minimum of one hour each day or as needed

Under the supervision of the Chief Operations Officer:

- Provide basic, general office support with primary responsibility for the smooth functioning of office equipment, including printers, copiers and phone systems
- Perform routine office tasks necessary for the operation and presentation of a professional office

Assist in other duties as needed and directed

Qualifications, Required Skills and Experience:

- Full-time
- Excellent computer skills
- Must be able to work independently and collaboratively and be able to manage multiple tasks

Job Benefits:

- Annual Salary
- Health Insurance
- Holidays
- Sick Leave/Vacation
- 403-B/Retirement Plan
- Flexible Benefits

How to Apply:

Please send cover letter and resume to lgebrem@hwcli.com or fax to 516-483-4794. HWCLI is an equal opportunity employer. Visit our website, www.hwcli.com, for more information.