

**Florida Association of Healthy Start Coalitions, Inc.**  
Florida Maternal, Infant and Early Childhood Home Visiting Initiative

JOB DESCRIPTION

**DATA MANAGER FEDERAL GRANTS**

**Position Summary:**

The Data Manager of Federal Grants is responsible for ensuring data quality and compliance with federal benchmark reporting requirements. Coordinates all data reporting and quality activities with data system vendor (Social Solutions-ETO). Provides database administration, training, and user support to ensure the proper use of FLOHVIS by program implementation staff. Assists contract sites with generating data reports for subrecipient monitoring. Generates data reports, including measurement of benchmarks, for FAHSC management team and funder. Collaborates with CQI team to facilitate local implemented agencies' CQI projects. Interfaces with Evaluation Team and state agencies as required to carry-out evaluation activities. Assists with statewide MIECHV quality improvement and program support activities. Collaborates with the programmatic team in conducting annual site visits with local implementation agencies.

**Duties and Responsibilities:**

The tasks listed below represent most of the time spent working in this position. Management may assign additional tasks as necessary.

- Design and implement data collection forms, tools, and guidelines. Create and update changes to FLOHVIS as needed.
- Develop and update FLOHVIS training materials and user support tools and documentation.
- Provide data collection, entry, and reporting training and technical support to end users via telephone, email, screen-sharing, and webinar.
- Upholds and updates policies and procedure to adhere compliance with federal guidelines.
- Design and build complex reports using SAP BusinessObjects Web Intelligence software.
- Implement systematic data quality monitoring process; provide regular feedback to implementation staff.
- Produce performance and data quality reports for subrecipient monitoring.
- Facilitates monitoring of local implementing agencies to ensure programmatic compliance.
- Produce semi-annual demographics, service utilization, and performance measurement reports for each local implementing agency by inputting FLOHVIS report data into user-friendly report templates.
- Complete monthly and quarterly service utilization reports
- Submit annual performance and demographics reports to the federal funder.

**Qualifications/Education Requirements:**

- Bachelor's degree and at least three years of relevant experience.
- Demonstrated experience in database administration, technical writing, and providing data system training and technical assistance to users.
- Experience with data collection/management in a health, human service, or related field preferred.
- Must be self-directed and able to work independently, but also to collaborate with others.

**Supervisory Relationship:**

Position reports to the Director of Informatics. Position does not supervise any staff.



**Salary Range and Benefits:**

\$45,000 - \$55,000 annually. Standard benefit package, holidays, and paid time off.

**Hours Required and Location:**

This is a full-time (40 hours/week) position. Located in Tallahassee, Florida.

**To Apply:**

Submit cover letter and resume to [Kchang@fahsc.org](mailto:Kchang@fahsc.org). Cover letter should clearly outline qualifications and experience related to the position.