

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2019-084 **Issue Date:** 04-19-19 **Closing Date:** 05-02-19

Intake Assistant/Data Manager
Tiináwit Program
Department of Human Services
Hourly Wage: \$20.49/Regular/Part-Time

The Intake Assistant/Data Manager will oversee all data collection and report findings for the Congressionally-mandated national evaluation as per SAMHSA Tribal Opioid Response (TOR) Grant regarding the impact of the State/Tribal Opioid Response program. The Intake Assistant/Data Manager will ensure the project data collection efforts meets national evaluation requirements. Duties and responsibilities include support, implementation and input of the national evaluation and receives technical assistance from the Tribal center Evaluation Contractor. The Intake Assistant/Data Manager must cooperate with the National Evaluation Contractor and may entail participation in site training visits, completing data reports/inventories, data entry, applying for and receiving Institutional Review Board approvals.

Examples of Work Performed:

- Oversees and ensure the integrity of all data collected for the TOR grant including, data collected, data entry, data analyses, and reports to SAMSHA.
- Facilitate the weekly data collection meetings with project staff to ensure all requirements indicators are obtained.
- Will train site staff on interviewing as needed to ensure data collection.
- After data is collected the on-site data collector will enter the data into the SAMHSA database platform.
- Will review the performance data reported to SAMHSA with the Project Director and project staff to assess project progress.
- Will work with the Project Director and help guide discussion on how to use the information to improve management of the grant projects.
- Will focus on how to achieve the project goals, objectives, outcomes and intended impact on opioid misuse in the community.
- In collaboration with the Project Director and other data collectors, the Intake Assistant/Data Manager will design and oversee the implementation of performance assessments to determine whether progress is achieved and identify barriers encountered and to overcome these barriers.
- Other duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge of working within tribal communities, programs and government.
- Knowledge of qualitative and quantitative data analyses, developing and conducting program evaluations.
- Skills in interpersonal communication, problem solving and organization skills.
- Skills in SAMSHA data reporting with experience with grant data requirements and reporting.
- Ability to maintain confidentiality.
- Ability to meet grant deadlines.
- Ability to communicate effectively both orally and in writing.
- Ability to work with a variety of staff and the general public.

Minimum Requirements:

- Associates Degree in Business, Economics, Social Science or related field.
- Two years of experience in collecting and reporting program data.
- Required to pass pre-employment drug test.
- Required to pass pre-employment background check.
- Must possess a valid Washington State Driver's License and proof of insurance.
- Some state and national travel is required by the grant.
- Enrolled Yakama Preference, but all qualified applicants are encouraged to apply.

Preferred Requirements:

- Bachelor's Degree in Business, Economics, Social Science or related field.
- Five years of experience working with tribal communities.