



**Title:** Data Coordinator

**Reports to:** Evaluation Manager OhioKAN & YNN

**Job Location:** Hybrid, with expectations to work at the Cleveland office or other locations, as requested

**Benefits:** Health, Dental, Vision and Retirement, Paid Time off, Holidays

**Date Posted:** April 2024

**To Apply:** Contact Diane McNally, from Diane McNally Consulting, by email [diane@dmcnallyconsulting.com](mailto:diane@dmcnallyconsulting.com)

**Overview of Kinnect:**

Kinnect is an Ohio-based non-profit organization dedicated to developing KinFirst strategies and delivering programs that build and strengthen kinship connections and inclusive support networks for families, young people, and children. With a vision to ensure young people and families have a sense of belonging, the essential resources, and relationships to thrive, Kinnect has been partnering with families, public agencies, and private providers for the last 18 years. Through collaborative efforts, Kinnect aims to improve permanency outcomes, build networks of support, and create innovative strategies that align with a KinFirst culture mindset and approach. Building a KinFirst culture requires equitable investments, training, coaching, policy, practices, and partnerships that prioritize family and kin and support stability, culture, and community. Kinnect is proud to be a nationally recognized leader and pioneer in the field.

**Overview of the OhioKAN Program:**

OhioKAN is an innovative statewide Kinship and Adoption Navigator Program supporting formal and informal kin caregivers and adoptive parents by providing information and referral services and assistance obtaining support services. Building on current and previous Ohio kinship navigator programs, OhioKAN is distinguished by its planned statewide implementation, broad population of families served, and provision for rigorous evaluation. Contingent on evaluation results, OhioKAN may establish a new evidence-based practice model that may be considered for federal payments under the Family First Preservation Act of 2018.

OhioKAN builds community and systems capacity necessary to support families and works directly with kinship and adoptive families to build confidence and connections. Anticipated outcomes to be measured include greater family resilience, improved family functioning, increased stability and permanency for children, and improved child well-being.

**Position Summary:**

Under the direction of the Evaluation Manager, the Data Coordinator is responsible for maintaining records, reviewing data in real time, and ensuring that standards of model fidelity are met. This role will perform a variety of organizational functions and data collection tasks to support program and agency operations.

The Data Coordinator responsibilities revolve around gathering data, maintaining, and updating databases, processing, and organizing documentation, preparing reports, and analyzing data as needed. The Data Coordinator is also responsible for translating data that can be used to support evaluation and informed decision-making. The Data Coordinator attends to data requests that are made by the organization or external parties, thus requiring strong organization skills and accuracy.

**Essential Functions:****Administrative Support**

- Supports the Regional Director in achieving programmatic goals
- Takes clear comprehensive notes of regional of continuous quality improvement (CQI) and related meetings
- Coordinates meetings with internal and external stakeholders
- Responds to inquiries from prospective OhioKAN program partners

**Regional Communications and Event Coordination**

- Coordinates regional trainings and learning collaboratives in partnership with staff from other regions
- Schedules, organizes, and staffs regional meetings and other regional events (e.g. trainings and CQI meetings)
- Maintains regular communication with other regions, Regional Directors and other coordinators
- Prepare data and assists with the development of internal and external presentations
- Collaborate with Department of Children and Youth on Special Projects

**Data and Records Management**

- Coordinates with all regions to ensure timely completion of all regular report submissions
- Under the direction of the Program Evaluation Manager, regularly checks program data to identify areas of concern, progress, and excellence
- Perform real-time quality control and review of electronic data
- Capture quality metrics and escalate trends to management for continuous quality improvement (CQI)

- Facilitates communications related to the evaluation and ensures data entry and CQI processes take place as scheduled by elevating need areas to the Coach and Regional Director
- Enters data and runs reports in the OhioKAN Databases and SACWIS on a weekly basis
- Perform data requests in a timely manner
- Assists program with special projects to identify data needs and tracking mechanisms
- Collaborate with DCY on program data and reports
- Assists in the development of applicable training materials

### **Guiding Principles and Competencies**

**Partnership:** Bringing our collective experience and skillsets to relationships that support our connectedness and achievement of our mission.

- I build constructive and effective relationships to find common ground and solve problems
- When I participate in teamwork, I will ensure that I am giving everyone accurate and timely information as needed to move forward on our common goals
- I reprioritize when needed and create focus to strengthen partnerships throughout times of change
- I strive to help people feel included, respected, and valuable about being a member of the team

**Inclusion, Diversity, Equity and Access (IDEA):** As a learning organization, we pledge to ongoing and sustained work in diversity, equity, inclusion and accessibility through collaboration with families, communities, Kinnect team members and our partners.

- I pause for self-reflection and to analyze my own assumptions, behaviors, and previous/current experiences
- I take responsibility for my own growth and development in this space (i.e. self-education through TED Talks, books, articles, and how new information can be applied in practice)
- I am willing to speak up if I witness exclusionary behaviors, bias, and discrimination
- I give other's grace in our learning journeys, we give each other time to process, and we give each other the space to circle back
- I strive to be a catalyst for change, thought partner and leader in bridging the work of systems innovation and disruption, anti-racism, and transformation
- I foster belonging by committing to centering the voices of those who have been historically and are presently marginalized
- As a learning organization I pledge to ongoing and sustained work in diversity, equity, inclusion and accessibility through collaboration with families, youth, communities, Kinnect team members and partners

**Innovation:** Continuous and dynamic process where creative ideas are valued, discussed, and implemented to significantly disrupt routing and prevailing structures.

- I am willing to share my ideas, even the new and unique ones, when brainstorming, problem solving and in my daily work
- I explore issues through a lens of equity and inclusion by co-creating solutions with people, not for people. I am committed to centering and elevating the voice of those we serve, whether it be families, youth, caregivers, team members or our partners. I am willing to design programs and solutions for the future we want to have.
- When faced with challenges, I remain curious, look beyond the obvious and my own lens and perspective to push myself to look for multiple solutions even though I might not have all the answers. I am open to iterating and continuous learning
- I choose to view failure as an opportunity to learn

**Integrity:** Having the courage to live the Kinnect values of dignity, respect and honesty.

- I strive to be self-aware and open to feedback that allows for development and growth
- I stay aligned with Kinnect's values while maintaining flexibility to incorporate new ideas and perspectives
- During difficult times, I strive to maintain composure, self-regulate, maintain my sense of self-awareness and stay in empathy when working through issues
- I take responsibility for contributing to high quality and inclusive end results, for the good of the greater team
- I take responsibility for my own boundaries, self-care, and rest so that I am able to engage meaningfully in my work at Kinnect

**Outcome Focused:** We strive to measure our work, to pivot, iterate, and improve to accomplish desired results.

- I make time and space to assess process, progress, and results
- I work with my team to make sure we all have up-to-date information so we can make accurate and informed decisions
- I ask for what I need to be able to contribute and perform to the best of my ability
- I keep families, youth, community partners and Kinnect team members in mind when creating goals and throughout the course of the project

**Communicate Effectively:** Develop and deliver communications using various methods that conveys a clear understanding of the unique needs of the different audiences we communicate with.

- Attentively listens to others
- Provides timely and helpful information to others across the organization
- Encourages the open expression of diverse ideas and opinions
- Ability to utilize multiples communication methods such as telephone, email, letters, reports, to name a few to share information and to keep people informed of progress or what is needed

**Critical Thinking for Managing Complexity:** Making sense of complex, high quantity and sometimes contradictory information to effectively solve problems.

- Ask questions that will help accurately analyze situations
- Acquire data from multiple and diverse sources to help solve problems and to innovate

**Education/Qualification:**

- Bachelor's degree preferred
- 3-5 years experience with database administration
- Accuracy and detail oriented
- Ability to translate data into useable information
- Outstanding organizational skills
- Excellent written and verbal communication
- Related experience using databases required
- Experience maintaining an internal SharePoint site and a high level of proficiency in Microsoft Office strongly required

**Inclusion Diversity, Equity, and Access:**

Kinnect is committed to fostering, cultivating, and preserving a culture of inclusion diversity, equity, and access. These commitments are not just part of our value system but are at the core of our intentional actions to eliminate systemic barriers that have produced inequities based on differences.

We commit to a sustained investment of time, resources, and people to advance equitable realities for our employees, and for the children, families, and communities that we serve. We do this by intentional advocacy for social justice and the continuous scrutiny of the systems that we create and those in which we operate.

Our employees are the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, innovation, self-expression, unique capabilities, and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and success, as well.

We embrace our employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and intellectual or emotional ability, political affiliation, race, religion, sexual orientation or identity, socio-economic status, parental or family status, medical or genetic status, veteran or disabled veteran status, and other characteristics that make our employees unique.

Kinnect's inclusion, diversity, equity, and access initiatives involve, but are not limited to, our practices and policies on recruitment and selection; compensation and benefits; professional development and training; promotions; transfers; staffing decisions; terminations; and the ongoing development of an inclusive work environment.

**Equal Opportunity Employment:**

Kinnect maintains a policy of nondiscrimination toward all employees and applicants for

employment. All aspects of employment with us will be governed on the basis of competence and qualifications and will not be influenced in any manner by race, color, religion, gender, or gender identity or expression, age, sexual orientation, sexual expression or identity, national origin, physical, intellectual or emotional ability, marital or partnership status, parental or family status, medical or genetic status, veteran's or disabled veteran status, in accordance with applicable federal, state and local laws governing nondiscrimination in employment. Employment Posters stating current regulatory and legal requirements are posted in Kinnect's main office and on the intranet.

**Working Conditions:**

- Travel required, as needed. Must have access to own transportation.
- This job requires occasional overnight travel
- Kinnect as an organization has a Hybrid Work Model that combines remote and on-site work at Kinnect, as well as routine on-site or in-person work with team members, partner sites, community events, and direct service in the field.
- This role will utilize standard office equipment that will be provided by Kinnect

**Hiring Process:**

- Background Check Information: The final candidate selected for the position will be required to undergo a criminal background check. Criminal convictions do not necessarily preclude an applicant from consideration for a position. An individual assessment of an applicant's prior criminal conviction(s) will be made before excluding an applicant from consideration.

**Disclaimer:** The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of employees assigned to this position.

Kinnect maintains a policy of nondiscrimination toward all employees and applicants for employment. All employment decisions at Kinnect are based on organizational needs, job requirements and individual qualifications, and will be governed on the basis of competence and qualifications and will not be influenced in any manner by race, color, religion, gender, or gender identity or expression, age, sexual orientation, sexual expression or identity, national origin, physical, intellectual or emotional ability, marital or partnership status, parental or family status, medical or genetic status, veteran's or disabled veteran status, in accordance with applicable federal, state and local laws governing nondiscrimination in employment. Employment Posters stating current regulatory and legal requirements are posted in Kinnect's main office and on the intranet.

**American's with Disabilities Act:** This position involves sitting in a stationary position for at least 50% of the time and the ability to ambulate without assistance to attend on-site meetings, as needed. The job requires movement in a typical office environment with file cabinets, office machinery, office furniture and typical hallway and access doorways. The position must operate typical office equipment, such as copiers, telephones, computers and peripherals. This job requires that the person must have the ability to access transportation to attend meetings and special events. The organization provides reasonable accommodations for this position.