CASA
Court Appointed Special Advocates
FOR CHILDREN
MULTNOMAH, WASHINGTON
& COLUMBIA COUNTIES

DATA QUALITY &
OUTCOMES SPECIALIST

Who We Are and What We Do: Through training and mentorship, we empower community members to stand up for abused and neglected foster children and champion their best interests in court. We dedicate our resources to recruiting, training, and supporting volunteers in order to provide quality advocacy to as many children as we can.

CASA for Children (CASA) supports nearly 500 volunteer court-appointed special advocates (CASAs) who serve and advocate for the best interests of abused, neglected and abandoned children under the protection of the Juvenile Dependency Court. This year 1,000 children will benefit from their tireless and tenacious work.

We are growing! With investment from foundation, corporate and individual funders as well as an increase in state funding, we are enhancing our ability to serve more children in the foster care system. We are in search of dynamic, thoughtful, and persistent individuals who are passionate about changing the lives of children.

Ideal candidates will understand the importance of family as well as the impact of trauma and share our diversity, equity, and inclusion journey through personal learning and have a willingness to support CASA's equity commitments. If this sounds like you, we would love to have you join our team.

Where You Will Work:
1401 NE 68th Ave., Portland, OR 97213 (this is not a remote job and does require you to reside in the area – we are currently working a hybrid of remote and in-office related to the pandemic) All orientation and training will be in the office so an ideal candidate should feel comfortable participating in person.

Who You Will Report To:
Executive Director

Position Type:
Part-time (0.5 FTE), Non-exempt (hourly) Employee

Position Description: The Data Quality and Outcomes Specialist ensures the quality, validity and consistency of data is maintained by providing training and support to all staff who enter program data using CASA Specialist (program database). The position also ensures that the database reports align with the goals, objectives and the mission of the organization by identifying appropriate data sets, and updating and analyzing the data on a regular basis.

Job Duties: The Data Quality & Outcomes Specialist ensures that the program database contains up-to-date, high quality data by managing the database and training the staff who enter data within their areas of work. This position is responsible for developing, collecting and analyzing outcome data to

demonstrate the effectiveness of the organization's effort to advocate for the best interests of children under the protection of the court.

Identification and Development of Outcome Data:

- Identify data within the existing database that demonstrates the effectiveness of CASA volunteers, identify any gaps that exist in the data, develop a plan for updating and reporting
- Research and develop any new data that demonstrates the difference a CASA can make in the outcomes for children in care compared to those without a CASA assigned
- Conduct a research project with analyses of the outcome data once identified and developed

Data Entry and Management Procedure Manual:

- Develop a data entry procedure manual with sections focused on specific job function areas: Front Office Administrative Staff, the Recruiting & Training Team, Program Teams (Program Specialists and CASA Supervisors) and the Intake Specialist
- Train, consult and support data entry for all staff to ensure data consistency and adherence to data entry procedure manual protocols
- Conduct spot-checks regularly to maintain and manage the quality of the database – work with Specialists to communicate gaps
- Update and improve the manual on a regular basis

Program Dashboard:

- Develop detailed instructions for generating reports to populate the monthly dashboard
- Oversee analysis of monthly program data from the dashboard in collaboration with Program Specialists
- Make appropriate revisions as needed and requested by the Executive Director
- Report to the management team and board as requested

Other Duties:

- Draft the annual Program Report Card in collaboration with the management team and Program Specialists
- Generate program data reports for the management team and board including National CASA surveys, grant reporting and other reports as needed
- Collaborate with National CASA regarding data trends and outcome measure identification efforts

Knowledge, Skills & Abilities:
- Excellent analytical and interpretive skills with complex data and research, including advanced skills in data analysis presentation and reporting
- Experience and knowledge in the CASA practices, child welfare and judicial systems highly preferred

- Proficiency with the Microsoft Office Suite (Excel, Word PowerPoint), databases (CASA Manager specifically), Google Drive applications (specifically Gmail and Google Docs/Sheets/Slides)
- Excellent interpersonal communication and collaboration skills with the ability to work with many different people/communication styles
- Ability to work independently, be self-directed, and participate collaboratively as a team member
- Ability to work with deadlines and quick turnaround for results
- Detail-oriented with the ability to manage multiple tasks with a high degree of accuracy
- Ability to appropriately handle confidential material/information

Other Things You Will Need:
- Successfully complete a criminal justice and DHS abuse registry background checks (*Note: CASA checks the criminal background of potential volunteers and employees in an effort to create a safe environment for staff, volunteer advocates and for the children we serve. Having a criminal record may not be an automatic disqualifier. Your background check will be evaluated based on the specific position you are applying for.*)

- Proof of U.S. residency required
- Proof of COVID-19 vaccine or approved medical or religious exemption
- Complete the training program for CASAs in your first four months of employment
- Complete CASA's *"Knowing Who You Are"* training in your first six months of employment

Your Salary and Compensation:
The starting salary for this position is $31,000 ($29.80/hr for 1040 part time hours. 20 hrs/week) and is dependent on experience. Compensation includes a stipend for medical/dental benefits, employee assistance program, a retirement plan, and a very generous paid time off and holiday schedule to help with work/life balance.

Special perks: Paid time off (PTO) is awarded so your full PTO for the year is available upon hire, we take extra days off at the end of the calendar year (outside of PTO) for a total of 19 holidays given annually, and CASA provides a 401(k) matching employee deferrals up to 5% of salary.

How You Can Apply:
Send your **resume and cover letter including specific data and/or CASA-related experience** to **jobs@casahelpskids.org** noting **Data Quality & Outcomes Specialist**. Submissions without a cover letter, or without specific experience detailed, will not be considered. We review applications as we receive them so apply early for the best consideration. **The deadline to apply is Wednesday, Dec. 8th at 5 pm** but a candidate pool could be chosen sooner if an ideal candidate is found. We prefer not to receive phone inquiries.