

FRIENDS OF THE FAMILY

...SEEKING OUTSTANDING HUMAN SERVICE/SOCIAL CHANGE PROFESSIONALS...



Efforts to Outcomes (ETO) – Evaluation Database Consultant

FOF is seeking a knowledgeable, creative and unflappable individual to provide consulting services focused on maximizing/optimizing the agency's Efforts to Outcomes (ETO) evaluation software. The optimum candidate will work collaboratively with staff to re-configure and build out the ETO data tracking system so that it produces better and more meaningful information than is currently the case. The Evaluation Database consultant will conduct a review of the existing data systems currently in place and will identify barriers/problems with software and make recommendations and reconfigure software as needed. S/he will work in collaboration with the organization's staff to determine the data necessary to measure outcomes critical to the agency.

Start Date: Immediately/Approximately 150 hours over a 15-20 week period

Hours: Part-time Consultant Position

Salary: \$60/hourly

Duties and Responsibilities:

- Use knowledge of ETO features and functionalities to configure database so that it provides useful information
- Ensure that the ETO database is configured to optimally report demographic information, services/activities rendered and outcomes achieved
- Gain a quick understanding of the agency and its human service/social change programs in order to configure database to report participant outcomes
- Design and implement reports and queries that best provide the necessary information to users/staff members
- Implement ETO in a way that meets existing needs and requirements and also allows for growth in the future
- Collaborate with program staff to identify needed database elements and enhancements and to translate user needs into technical solutions
- Develop guidelines/procedures/ and or manual to support database users
- Help design and run staff trainings (group and one-on-one)

Knowledge/Skills/Qualifications/Education/Attributes/Abilities:

- Bachelors degree required, Masters preferred in Computer Science, Engineering, Social Change or related discipline
- 2 to 4 years of related experience working with data base software and outcome metrics required, preferably in the social services sector
- Knowledge of ETO software required; ETO Certification preferred
- Experience in developing efficient systems, processes and tools
- Superior organizational skills with highly developed attention to detail
- Extremely comfortable working with outcomes and metrics
- Strong computer skills particularly Microsoft PowerPoint, Word, Excel, Access and relational databases
- Exceptional verbal and written skills including the demonstrated ability to research, assimilate and, analyze information, compose documents, proofread, and present data in clear and concise manner
- Takes initiative, assesses situations critically, and offers creative solutions
- Strong group training and facilitation skills
- Highly accountable, reliable, prompt with a strong work ethic, and easy to work with
- Ability to work with people from diverse backgrounds
- Fluency in Spanish helpful
- Ability to drive; car and valid CA Driver's license required.
- Satisfactory completion of all background screening requirements

Please submit resume with summary of qualifications for this position to:

HR Manager Email address: hr@fofca.org **Please, NO CALLS.**