

The Historic East Baltimore Community Action Coalition, Inc. (HEBCAC) is seeking a Data Tracker on a part-time basis to work at Dee's Place. Under the direction of the Program Director, the Data Tracker will be responsible for accurately collecting, organizing, and analyzing data related to our programs and services.

Open 365 days a year, 24/7, Dee's Place has been a touchstone for recovery in Baltimore City since 2000. Founded by and for people in recovery, Dee's Place offers Baltimore City residents peer-based mentoring, referrals for medical/mental health treatment, and other services free of charge to help create a better life in recovery. The Data Tracker will work closely with Peer Recovery Support Specialists and Coaches to track the range of direct and supportive services provided to the thousands of people who walk through our doors every month.

### **Specific Duties & Responsibilities**

- Collect data from various sources including client intake forms, program evaluations, and other relevant documents.
- Input collected data into databases or spreadsheets with a high level of accuracy and attention to detail.
- Regularly update and maintain existing databases to ensure accuracy and completeness of information.
- Assist in analyzing data to identify trends, patterns, and areas for improvement in our programs and services.
- Generate monthly and quarterly reports summarizing key findings and metrics for internal and external stakeholders.
- Conduct periodic audits of data to ensure consistency and reliability.
- Work closely with Program Director, Case Manager, Certified Peer Recovery Support Specialists, Peer Coaches, volunteers, and other team members to understand data needs and priorities.
- Handle sensitive data with discretion and maintain strict confidentiality according to organizational policies and legal requirements.
- Ensure compliance with relevant regulations and guidelines related to data collection and management.

### **Specific Knowledge, Skills & Abilities**

- Demonstrated understanding of data management principles and best practices, including data collection methods, data entry procedures, and data quality assurance techniques.
- Strong analytical and problem-solving skills.

- Strong organizational skills with the ability to manage multiple tasks simultaneously and meet deadlines in a fast-paced environment.
- Ability to work independently with minimal supervision.
- Exceptional attention to detail and accuracy in data entry and maintenance. Ability to detect and correct errors in data effectively.
- Excellent verbal and written communication skills. Ability to communicate complex information clearly and effectively to diverse stakeholders.
- Knowledge of substance use disorders, their impact on individuals and communities, and the process of recovery. Familiarity with evidence-based practices and principles of recovery-oriented care. Understanding of the challenges and barriers faced by individuals in recovery and the importance of peer support in the recovery journey.

### **Minimum Qualifications**

- Bachelor's degree in a relevant field such as data science, statistics, or public health preferred.
- Previous experience with data entry, analysis, or management is desirable.
- Proficiency in Microsoft Excel or similar spreadsheet software.
- Additional related experience may substitute for required education, to the extent permitted by the JHU equivalency formula.

**Classified Title:** Research Data Coordinator

**Role/Level/Range:** ACRO40/E/03/CD

**Starting Salary Range:** \$17.00 - \$23.50 - \$30.00 hourly (commensurate with experience)

**Employee Group:** Part-Time (24 hours)

**Schedule:** Monday – Friday

**Exempt Status:** Non-Exempt

**Location:** 1212 N. Wolfe St, Baltimore MD

**Department Name:** HEBCAC Youth Opportunity Center, YO! Baltimore East

**Personnel Area:** School of Medicine

*Please refer to the job description above to see which forms of equivalency are permitted for this position. If permitted, equivalencies will follow these guidelines:*

JHU Equivalency Formula: 30 undergraduate degree credits (semester hours) or 18 graduate degree credits may substitute for one year of experience. Additional related

experience may substitute for required education on the same basis. For jobs where equivalency is permitted, up to two years of non-related college course work may be applied towards the total minimum education/experience required for the respective job.

The successful candidate(s) for this position will be subject to a pre-employment background check. Johns Hopkins is committed to hiring individuals with a justice-involved background, consistent with applicable policies and current practice. A prior criminal history does not automatically preclude candidates from employment at Johns Hopkins University. In accordance with applicable law, the university will review, on an individual basis, the date of a candidate's conviction, the nature of the conviction and how the conviction relates to an essential job-related qualification or function.

The Johns Hopkins University values diversity, equity and inclusion and advances these through our key strategic framework, the JHU Roadmap on Diversity and Inclusion.

### **EQUAL OPPORTUNITY EMPLOYER**

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran.

### **EEO IS THE LAW**

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### **ACCOMMODATION INFORMATION**

If you are interested in applying for employment with The Johns Hopkins University and require special assistance or accommodation during any part of the pre-employment process, please contact the Talent Acquisition Office at [jhurecruitment@jhu.edu](mailto:jhurecruitment@jhu.edu). For TTY users, call via Maryland Relay or dial 711. For more information about workplace accommodations or accessibility at Johns Hopkins University, please visit [accessibility.jhu.edu](https://accessibility.jhu.edu).

Johns Hopkins has mandated COVID-19 and influenza vaccines, as applicable. Exceptions to the COVID and flu vaccine requirements may be provided to individuals for religious beliefs or medical reasons. Requests for an exception must be submitted to the JHU vaccination registry. For additional information, applicants for SOM positions should visit <https://www.hopkinsmedicine.org/coronavirus/covid-19-vaccine/> and all other JHU applicants should visit <https://covidinfo.jhu.edu/health-safety/covid-vaccination-information/>.