



*The path to recovery begins here.*  
Prevention. Treatment. Recovery. Support.

## **GENESEE/ORLEANS COUNCIL ON ALCOHOLISM AND SUBSTANCE ABUSE, INC.**

### **JOB VACANCY**

#### **DATA AND PROJECT ASSISTANT**

##### **Description of Duties and Responsibilities**

The successful candidate will be responsible for assisting with all data collection and analysis and outcomes reporting associated with the Access Matters (SAMHSA MAT-PDOA), Reentry, and SOR grants. This staff member will also be responsible for assisting with tallying and analyzing data to inform our improvement process and support communication with staff and the public and assisting with reporting. He/she will lead GPRA survey results administration, tracking, and results entry into SPARS and WITS in accordance with SAMHSA and OASAS guidelines. This person will also provide implementation, administrative, and clerical support to the projects including but not limited to assisting the Director and Coordinator with ordering, budget tracking, and budget revisions; assisting with reporting; taking notes at meetings and visits; assisting with development and implementation of policies and procedures; assistance in program communications internally and externally and with program promotion; program tracking; etc.

##### **Minimum Qualifications**

Applicants must meet the following criteria: strong organizational, analytical, and communication skills with experience supporting people with substance use disorder (SUD) and/or people reentering the community from jail or prison; high school diploma or equivalent; and some college or relevant data training. Bachelor's degree strongly preferred. Data collection and reporting experience strongly preferred.

Preference may be given to candidates who also meet one of the following criteria:

- Lived experience with SUD and/or Reentry.
- A Bachelor's degree with experience in data collection and/or reporting.
- A Bachelor's degree with 2-3 years of evaluation experience that includes experience evaluating at least one federal grant or a substance abuse program preferred.
- A Master's degree with 1 year of evaluation experience that includes experience evaluating at least one federal grant or a substance abuse program.
- A PhD with evaluation experience that includes experience evaluating at least one federal grant or a substance abuse program.

##### **Supervisory Relationships**

This position is under the direct supervision of Access Matters Grant and Data Coordinator. The position will collaborate frequently with the Reentry Coordinator. This position does not supervise any other positions.

##### **Skills and Knowledge Required**

The selected individual must demonstrate strong skills in data collection, analysis/evaluation, and reporting as well as strong skills in the following areas: verbal and written communication, collaboration,

ability to work independently, organization and project management, leadership, knowledge of community resources, and a willingness and ability to effectively work with people with SUD who are returning to the community from jail or prison.

**Amount of Travel and Other Special Conditions or Requirements**

Local travel within the immediate tri-county region will be required. Travel outside of the tri-county region may be required occasionally. Valid NYS driver's license and method of transportation required. Must be addiction free, including tobacco. Pre-employment background check/post offer drug screening required.

**This is a full-time position based on a 35-hour week.** This position is grant funded.

**LOCATION:** 14 Harvester Avenue, Batavia, NY 14020.

**FOR MORE INFORMATION OR TO APPLY:**

Apply online with a cover letter and resume to:

GCASA, Attn: Human Resources

430 East Main Street

Batavia, NY 14020

Phone: 585-815-1801

Email: [kcorcoran@gcasa.org](mailto:kcorcoran@gcasa.org)

**POSTED:**

6/11/21

**DEADLINE:**

ASAP

Genesee/Orleans Council-on Alcoholism and Substance Abuse does not discriminate on the basis of race, creed, color, national origin, sexual orientation, age, disability, or marital status as decreed by Law, and is in compliance with Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.