



GENESSEE/ORLEANS COUNCIL ON ALCOHOLISM AND SUBSTANCE ABUSE, INC.

JOB VACANCY

DATA ASSISTANT-GBHI

SUPERVISORY RELATIONSHIP

This position is supervised by the GBHI Grant Coordinator.

DUTIES AND RESPONSIBILITIES

Full-time based on a 35-hour week. The Data Collection Assistant will implement data collection activities for the GBHI grant, including but not limited to GPRA data collection using SPARS surveys and data collection for project-specific measures. The selected individual will assist with grant reporting and continuation applications and will also provide project activity and administrative/clerical support to the project to ensure successful implementation of the activities discussed in the grant narrative, workplan, and budget. **This is a grant funded position.**

MINIMUM QUALIFICATIONS

Must have a minimum of a high school diploma. College degree preferred. Experience with data collection and/or reporting strongly preferred. High level of comfort with the computer required. Microsoft products and internet proficiency required. Knowledge of community-based recovery services, substance use disorder counseling, recovery, and family systems preferred.

SKILLS AND KNOWLEDGE REQUIRED

The selected individual must have strong communication and coping skills and knowledge of addiction and the recovery process and be highly confidential. Must be a demonstrated independent worker as well as a team player. Knowledge of community resources is preferred.

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 free of active addiction, including tobacco. Pre-employment background check/post offer drug screening required. EOE

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

POSTED:

11/1/2022

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.