Progressive Life Center provides an array of community-based services to adjudicated youth and their families within the Washington, D.C.; Baltimore, MD; Prince George’s County, MD; Philadelphia, PA; and Newark, DE areas. PLC’s focus is meeting the mental health needs from a cultural and spiritual based approach to help individuals and families recognize and maximize their inner resources, strengths and abilities, enhance their relationships, and function harmoniously in the broader environment.

Position Description:
Progressive Life Center is seeking a **Database Manager** to provide oversight, maintenance, and strategic direction for FAMCare database system by initiating, reviewing, or approving modifications to the FAMCare database system.

Responsibilities:
- Provide data driven information to Executive Team and Regional Directors by schedule and request.
- Provide program performance data for internal and external marketing materials and for the development of proposals to funders.
- Perform scheduled assessment and maintenance of system functionality.
- Establish and monitor access permissions and privileges.
- Ensure that storage and archiving procedures are functioning correctly.
- Communicate regularly with IT, Global Vision Technologies, and operational staff to ensure database integrity and security.
- Secure database by developing policies, procedures, and controls.
- Monitor and support staff to ensure accurate and consistent data entry by performing data verification routines and reviewing discrepancies in the FAMCare database system.
- Participate in database management related trainings and provide new users training.
- Assist the Chief Clinical Officer with data collection and analysis for PQI and COA standards.
- Develop PLC database management budget and implement cost control activities.
- Other duties as assigned.

Qualifications:
- High School Diploma or equivalency with experience in database management in a Human Services setting required;
- Bachelor’s degree in information technology, statistics, business or related field preferred.
- Familiarity with data management in human services non-profit preferred.
- Strong organization, time management, system analysis, judgement and decision-making skills.
- Knowledge of Microsoft Office Suite and database maintenance.
- Proven ability to collect data, analyze data, and organize information.
- Ability to interact effectively at all organizational levels, both internally and externally.
- Ability to handle confidential and sensitive information.
- Detail oriented with excellent written and verbal communication skills.
- Proven ability to effectively train others in the use of data management tools and systems.
- Ability to facilitate trainings virtually and in-person.
**Benefits:**
We offer exceptional benefits package with an opportunity for personal and professional growth, EOE.

**Benefits:**
1. Medical, Dental, & Vision
2. Retirement Plan
3. Paid Holidays
4. Paid Time Off
5. Training

**Physical Demands:**
Physical Demands (Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions).

- Ability to remain in a stationary position 50% of the time.
- Ability to occasionally move about inside the office to access file cabinets, office machinery, etc.
- Ability to operate a computer and other office productivity machinery (i.e., a calculator, copy machine, and computer printer); Manual dexterity needed for using a calculator and computer keyboard.
- Ability to position self to stoop, kneel, crouch, or crawl.
- Ability to navigate stairwells.
- Ability to communicate with employees/customers/clients; and must be able to exchange accurate information by perceiving the nature of sound, near and far vision, depth perception, providing oral and written information.
- Ability to detect funnel clouds from long distances.
- Ability to frequently move files or equipment weighing up to 50 pounds throughout the office space.
- Ability to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids.
- Ability to participate in fire drills or other drills during an emergency situation.

**Work Environment:**
- Normal office environment or residential facility, but also may travel locally to visit clients within their homes, meet with service providers, and/or attend meetings:
- Schools, hospitals, mental health clinics, private practices, prisons, corporations, and numerous public and private agencies.

**Reporting Authority:** TBA

**Posting Date:** 06/26/20

**Closing Date:** 07/31/20

**Standard Hours:** 8:30am – 5:00pm

**Equal Opportunity Employer**
PLC is an equal opportunity employer. PLC does not discriminate in employment on account of race, sex, color, religion, sexual orientation, national origin, citizenship, mental disability, or military status.