



Job Description

Job Title: CaseWorthy Database Administrator

Department: Administration

Union Affiliation: OPEIU

(Associated dues will apply)

Supervisor: Strategic Information Systems Manager

Salary Range: 29

Status: Non-Exempt

FTE: 1.0

Solid Ground believes poverty is solvable. Our communities are stronger when we support stability and break down the barriers to overcoming poverty. Solid Ground does both. We combine direct services with advocacy to meet basic needs, nurture success, and spread change. Through our programs, people gain stability and build skills that equip them to move forward in their lives. Through advocacy, we work toward ending racism and other oppressions embedded in our institutions, policies, and culture that hold people back from succeeding. We bring the voices of people experiencing poverty into the political process, furthering social justice, and supporting our entire community to reach its potential.

- Demonstrate the initiative to learn and enhance skills that promote anti-racism, cultural competency and an understanding of oppression and its impact
- Participate in intentional learning efforts, including events relating to understanding and dismantling institutional racism and building cultural competency

Job Summary

The CaseWorthy Database Administrator works with the Strategic Information Systems Manager on the implementation of CaseWorthy human services software.

Essential Responsibilities, Duties and Tasks

CaseWorthy Administration

- Lead Agency technical implementation of CaseWorthy, including form and report creation, and workflow and dashboard design
- Develop queries and reports in using the Query Builder and CaseBot

- Manage CaseWorthy ticket tracking system
- Collaboratively draft and refine requirements analyses for programs implementing CaseWorthy
- Ensure that the CaseWorthy application and backups comply with funder and regulatory requirements
- Stay up to date on new features of CaseWorthy

Database Maintenance

- Prepare technical and end-user documentation to facilitate the maintenance and usability of solutions
- Serve as first-level user support for CaseWorthy
- Maintain CaseWorthy backups in Azure services
- Perform basic SQL queries and analyses of CaseWorthy backups

CaseWorthy Training

- Prepare tutorials using PowerPoint, and SharePoint (as a hosting platform)
- Provide workshops and other instructional events about CaseWorthy usage for staff
- Design and create staff user protocols, procedure manual, training materials. Work with system vendors and their customization staff to create tools, file designs and data rules
- Communicate complex technical processes to users with a variety of skill levels

Other

- Participate in CaseWorthy implementation, Data Systems Functional Leadership Team Meetings and other meetings and communications as appropriate
- Share responsibility for SharePoint communication site for CaseWorthy users including maintaining current information, responding to issues and feature requests, and evolving its design
- Other tasks as assigned

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Education & Experience

Requires:

- Bachelor's degree with at least a minor in computer science, information technology, or a closely related field **and:**
- 2 or more years' experience as a database administrator
- 6 months or more experience with database development

- 6 months or more Project Management experience
- 6 months or more training experience.
- Or any combination of education, skills experience and measurable performance which demonstrates the capability to perform the duties of this position.

Additional Qualifications:

- Expertise in understanding and analyzing data structures
- Computer programming experience
- Strong problem-solving and analytical skills
- Able to maintain confidentiality
- Work effectively across several different functional areas in a collaborative environment
- Willingness and ability to work with people from a variety of racial, cultural, and economic backgrounds, with various lifestyles, sexual orientations, gender identities, and of all ages
- Detail oriented, with strong organizational skills
- Communicate effectively, orally, and in writing, including the ability to listen effectively
- Ability to work individually in a self-directed manner and as part of a team in group projects. Ability to take general direction and apply it to specific circumstances as the situation requires

Physical Demands/Working Conditions: This position works in an office or remote setting 95% of the time and in the field 5% of the time. Position requires employee to occasionally lift and push/pull up to 30 pounds. Employee will spend 75% of their time working in office on the computer, 10% on the phone and misc. office work and 10% in meetings. Position will spend 5% of their time in the field. Position has ability to sit/stand as needed.

Hours and Compensation: This is a union position paying **\$29.31 per hour plus benefits**. Benefits include medical, dental, short-term, and long-term disability insurance, basic life insurance, 401(k) savings plan including agency contribution and match, holiday pay, generous paid personal leave package and tax- sheltered health care and dependent care accounts.

To Apply: Applicants must complete a standard Solid Ground application form, which may be obtained at 1501 N 45th Seattle, or by calling our job line number at (206) 694-6840. Please return completed applications to Solid Ground, 1501 N. 45th Street, Seattle, WA 98103, Attn: Human Resources Department, OR send it by email to jobs@solid-ground.org OR fax to 206.694.6812. Please attach a cover letter and resume.

Until further notice, Solid Ground requires all employees to be fully vaccinated against COVID-19.

Solid Ground is an equal opportunity employer committed to workplace diversity. We do not discriminate on the basis of gender, age, race and color, religion, marital status, national origin, disability or veteran status.