



Job Title: Health Data Specialist
Program/Dept.: Holistic Wellness Program
Classification: Temporary, Part-Time, Non-Exempt
Salary Range: \$17.85/Hourly
Reports to: Program Director
Location: 4879 E. Cesar Chavez Blvd., Fresno, CA 93727
Date: March 14, 2025

1. AGENCY

The Fresno Center (TFC) is a non-profit organization that was established in the past 30+ years, serving the community of Fresno County. TFC offers 20 different support services that include mental health, wellness, and healing, from immigration to education advocacy to clinical behavioral services to holistic wellness services. TFC is the one-stop shop that promotes cross-cultural understanding and cultural preservation. Eight of our 20+ programs focus on mental health services (Horticultural Therapeutic Community Centers Program, Living Well Center, Holistic Wellness Program, California Reducing Disparity Project, Central Valley Regional Center Latino and Southeast Asian Navigator Program, and Kaiser Community Benefits Program). Our motto is to “Inspire, Empower, and Cultivate”. Our commitment is to equip staff with the best training and practices to develop and maintain client loyalty and be the employer of choice in the Central Valley.

The Fresno Center’s Mission Statement: To assist individuals in becoming self-sufficient, self-fulfilled and productive members of the community while fostering cultural preservation and promoting cross cultural understanding.

The Fresno Center’s Vision: The Fresno Center will be a champion for positive change through empowerment, education, and collaboration.

2. THE PROGRAM

The Holistic Wellness Program is a Prevention/Early Intervention mental health non-treatment program of Fresno County Behavioral Health funded by the Mental Health Services Act and operated by The Fresno Center. The program is designed to promote the wellness and recovery of persons served based on complementary, non-traditional holistic practices. The program incorporates cultural approaches to wellness and recovery in a natural and welcoming community setting to the traditionally unserved and/or underserved communities. The Holistic Wellness Program is designed to promote opportunities that support the wellness of the ‘whole person’ while complementing traditional outreach, linkage, and referral to community-based services, educational opportunities, and stigma reduction activities. The Holistic Wellness Program is a safe, welcoming place where the various cultures of the County of Fresno are represented.

The position is contingent upon continued funding. The Fresno Center will not be responsible in any manner for terminations which are due to the defunding of Federal or State Contracts/Grants. The Fresno Center is at-will and may be terminated by you or the company at any time regardless of the end date of the Federal or State Contracts/Grants.

3. POSITION SUMMARY

Under the direct supervision of the Program Director, the Health Data Specialist is responsible for maintaining electronic and physical records of all data gathered for the program. The Health Data Specialist will accurately record, report, and process data as needed. The Health Data Specialist will assist in the planning, development, and implementation of data measures as well as in the testing, analysis, and validation of data and software systems for the Holistic Wellness Program.

4. JOB DUTIES & RESPONSIBILITIES

- 4.1. Serves as the point person for data-related tasks on an assigned project.
- 4.2. Conducts audits in accordance with program policy to ensure compliance.
- 4.3. Advise staff on data related policies, procedures, regulations, concerns and issues
- 4.4. Maintain databases and systems to track performance and findings.
- 4.5. Ability to translate data findings into graphical aides.



- 4.6. Assist Program Director to develop, implement, and measure success of training.
- 4.7. Respond to requests for information from auditors, other agency departments or funding sources.
- 4.8. Establish and maintain strong, collaborative relationships to achieve goals.
- 4.9. Manages the development of program data and ensures that established schedules are met.
- 4.10. Performs other related duties as assigned.

5. MINIMUM QUALIFICATIONS:

- 5.1. Successful completion of Live Scan/fingerprinting (upon hire if required by program)
- 5.2. 18 years of age or older
- 5.3. Some work experience in data management or a related field.
- 5.4. Excellent analytical, organizational, and time management skills.
- 5.5. Demonstrated ability to work appropriately with confidential information.
- 5.6. Ability to work in a team and meet performance deadlines in a dynamic environment.
- 5.7. Excellent verbal and written communication skills.
- 5.8. Proficient in Microsoft Office Suite or related software.
- 5.9. Must be willing to work some evenings and/or Saturdays

6. COMPETENCY:

- 6.1. Analytical, organizational, and time management skills.
- 6.2. Independent judgment.
- 6.3. Ability to work in a team and meet performance deadlines in a dynamic environment.
- 6.4. Excellent verbal and written communication skills.
- 6.5. Ability to assess priorities and operate in a flexible manner.

7. PERSONAL QUALITIES

- 7.1. Accountable
- 7.2. Detail-oriented
- 7.3. Diligent and organized.
- 7.4. Ethical and loyal
- 7.5. Punctual
- 7.6. Flexible
- 7.7. Problem-solver
- 7.8. Creative
- 7.9. Honest
- 7.10. Inclusive and respectful of people different than themselves

8. WORK ENVIRONMENT:

- 8.1. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- 8.2. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

9. TYPICAL WORKING CONDITIONS:

- 9.1. The office setting is a normal environment.
- 9.2. Occasionally work during early morning, evening, or weekend.
- 9.3. May be subject to temperature variances in the office.
- 9.4. The noise level in the work environment is usually moderate but may become excessively loud with the increased patient flow during a busy day.

10. TYPICAL PHYSICAL DEMANDS.

- 10.1. Requires sitting, standing, or walking for up to eight hours a day.



- 10.2. Some bending, stretching, or reaching may be necessary.
- 10.3. Lifting to 40 pounds may be required on occasion.
- 10.4. Vision must be correctable to 20/20
- 10.5. Hearing must be in the normal range for telephone contact.

11. POSITION TYPE AND EXPECTED HOURS OF WORK:

- 11.1. Part-time, typical work hours are between 8:00 am to 5:00 pm, Monday to Friday
- 11.2. Evenings and weekends as needed.

12. TRAVEL:

- 12.1. Travel time is expected for the position. Travel time includes travel to meetings, off-site training, or between job sites, as needed, locally.
- 12.2. Individuals may also be expected to use their own vehicle to travel and with mileage reimbursement.
- 12.3. A company car may be used when transporting a client to and from his or her placement, or field activities.

13. REQUIRED EDUCATION AND EXPERIENCE:

- 13.1 High School Diploma (or equivalent)
- 13.2 Some data specialist work experience in a program related field

14. BENEFITS:

- 14.1. Medical, vision, and dental coverage.
- 14.2. Life insurance coverage at annual salary.
- 14.3. Sick leave, per personnel policy.
- 14.4. 401k retirement plan, after completion of 90 days of employment; potential 3% match.
- 14.5. Vacation, per personnel policy
- 14.6. Holidays per personnel policy

15. Affirmative action plan/Equal employment opportunity (AAP/EEO):

It is the policy of The Fresno Center to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable law. This policy relates to all phases of employment, including, but not limited to, recruiting, employment, placement, promotion, transfer, demotion, reduction of workforce and termination, rates of pay or other forms of compensation, selection for training, the use of all facilities, and participation in all company-sponsored employee activities. Provisions in applicable laws providing for bona fide occupational qualifications, business necessity or age limitations will be adhered to by the company where appropriate.

As part of the company's equal employment opportunity policy, The Fresno Center will also take affirmative action as called for by applicable laws and Executive Orders to ensure that minority group individuals, females, disabled veterans, recently separated veterans, other protected veterans, Armed Forces service medal veterans, and qualified disabled persons are introduced into our workforce and considered for promotional opportunities.

16. Acknowledgment

I acknowledge that I have read and understand the above job description, responsibilities, and standards of the position. I understand that the job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.



I understand the position is contingent upon continued funding and the (The Fresno Center) will not be responsible in any manner for terminations which are due to defunding of Federal or State Contracts. I understand that I am an at-will employee and can be terminated at any time with or without cause.

Print Employee's Name

Employee's Signature

Date