



## DATA MANAGEMENT SPECIALIST

If you are interested in applying, please submit your cover letter and resume to [bsylvain@cnhc.org](mailto:bsylvain@cnhc.org)

- Children's Network of Hillsborough, LLC does not discriminate based on age, race, national origin, gender, religion, veteran status, or disability in employment, in provision of services, or in access to programs.
- Children's Network of Hillsborough is an Equal Opportunity Employer, Drug Free Workplace.
- Children's Network is an E-Verify Participant; Pre-Hire background checks are mandatory.

### **MINIMUM REQUIREMENTS**

#### **Education / Experience / Certification**

- ◆ High school diploma or equivalent required. Associates degree preferred.
- ◆ Four (4) years experience with spreadsheets and databases required

#### **General Purpose of Job (Full job description provided upon interview)**

Inputs, validates, and consolidates data in FSFN information systems. Overall, the Data Management Specialist contributes to Children's Network of Hillsborough high performance culture by exhibiting our values and providing quality results that position Children's Network of Hillsborough as the leader in delivering proactive behavioral health, case management, community and early childhood solutions for children and families.

#### **Certificates, License, Registrations, backgrounds, drug screens, Etc.**

- ◆ Valid driver's license, clean driver's check, and proof of insurance is required
- ◆ Children's Network participates in E-Verify
- ◆ Criminal background screening (FBI/FDLE and Local Law Enforcement) and Abuse Registry Check
- ◆ Drug Screening is a requirement

If you are currently an employee of Children's Network of Hillsborough, LLC, or one of our Case Management Organizations, it is necessary that you notify your current Supervisor, prior to applying