



MOSAIC
FAMILY SERVICES

Position: Data and Grant Compliance Specialist

Supervisor: Senior Director of Victim Services

Program/Dept.: Victim Services

Location: Dallas, TX

Hours: Monday-Friday, 8:45am – 5:15pm

Type: Full-time, 40 hours/week, Schedule hours may be flexible as necessary to achieve program objectives, tasks, activities, responsibilities

Classification: Non-Exempt

This position is primarily government grant-funded and dependent on government funding availability and awards each agency fiscal year (October – September).

ABOUT MOSAIC FAMILY SERVICES

Mosaic Family Services is a safe haven for survivors of human rights abuses including intimate partner violence and human trafficking. Mosaic provides shelter, counseling, and comprehensive social services as well as legal representation. Mosaic Family Services transforms, empowers, and rebuilds our clients' lives through culturally competent services.

Summary

We are seeking a Data and Grant Compliance Specialist who will play a crucial role in ensuring the effective management and use of data while prioritizing the confidentiality and trauma-responsive approach for the family violence and human trafficking programs and survivors. This position will primarily manage and optimize databases, ensure efficient data collection, prepare grant reports, and provide other support as needed for grant compliance and IT issues. This position will collaborate with Mosaic case management, shelter, transitional housing, legal, counseling, development, operations, and others to ensure a holistic approach and best outcomes for survivors. The ideal candidate will be versed in database management and reporting as well as self-motivated and a team player.

Essential Functions and Responsibilities

Database Management & Governance

- Administer, maintain, and/or support databases relevant to victim services (e.g. CAP60, Legal Server, Therapy Notes, etc.)
- Collaborate with Mosaic Victim Services programs to understand data needs and challenges, address specific data concerns, and update and customize databases for our unique requirements.
- Maintain updated knowledge of developments in data management and victim services and technology solutions that enhance and improve data management for victim services.
- Assist with developing and implementing data management and governance policies, procedures, and practices tailored to the unique needs of victim services and ensure prioritization and compliance with victim confidentiality and security measures, grant requirements, and ethical standards.

Data Collection and Entry



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- Collaborate with Victim Services programs to design and implement systems and tools for efficient data collection from programs, staff, and participants.
- Provide training and technical support to victim services staff on data management tools.
- Monitor data input on a consistent basis to maintain accuracy and completeness.

Data Reporting and Analysis

- Collaborate with Mosaic Victim Services programs to understand data analysis requirements.
- Compile data and generate reports on a monthly, quarterly, bi-annual, and annual basis for grant reports, evaluation, and insight to aid program improvement, decision-making, and resource allocation as needed.

Grant Compliance

- Assist with the development and implementation of policies and procedures to ensure compliance with grants requirements and audits.
- Assist with conducting regular audits to monitor and evaluate compliance with grant terms and conditions.
- Assist with providing guidance and training to staff on compliance-related matters.
- Maintain updated knowledge about federal, state, and local grants requirements and regulations.

IT Support (Limited)

- Work closely with Operations and other IT support to address and resolve general IT issues related to data management systems, especially for victim services programs and staff.

General Responsibilities

- Manage volunteers, interns, and/or survivor consultants as needed to engage in data management.
- Maintain and utilize updated professional knowledge and training of Mosaic Family Services' policies and procedures, human trafficking, and other emerging issues and trends related to the position.
- Attend program and agency meetings, events, activities, and retreats, and community coalitions and meetings relevant to position.
- Assist with other duties as assigned by supervisor(s) or their designee.

Qualifications and Skills

Required

- Bachelor's degree or equivalent of 2 years' work experience in information technology, Computer Science, or a related field.
- Proven experience and proficiency in data management, database systems, data analysis and reporting, and IT troubleshooting.
- Previous experience in victim services, victim advocacy, nonprofit, or related fields.
- Excellent communication and interpersonal skills, particularly in conveying technical information to non-technical individuals with varying skills, abilities, life experiences and/or from diverse backgrounds.



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- Demonstrated skills in project coordination, handling multiple tasks, tracking details, and setting priorities.
- Demonstrated technology skills, including Microsoft Word, PowerPoint, etc.
- Ability to learn new technology, systems, and procedures, and implement within scope of duties.

Preferred

- Strong understanding of victim confidentiality, ethics, and data protection principles (e.g. VAWA, HIPAA, FVPSA, etc.)
- Knowledge and experience with trauma-informed and responsive services to individuals impacted by domestic violence, human trafficking, abuse, and/or trauma.
- Knowledge and experience in providing professional level training and presentations on data management, systems, and reporting.

Salary: \$48,000+ DOE

Benefits:

- Health, Dental, and Vision insurance
- Life and AD&D insurance
- Employment Assistance Program (EAP)
- Retirement matching
- Paid Time Off, Holidays and Parental Leave

DEI Statement

Mosaic is committed to creating and advancing a culture of inclusion, diversity and belonging where all feel engaged, respected, and valued. Mosaic will not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, gender, gender identity, sexual orientation, age, familial status, or disability. We strongly encourage persons with lived experiences of our client populations in addition to members of traditionally underrepresented communities to apply, including people of color, LGBTQIA+ identified people, gender-nonconforming people, people with disabilities, veterans, and people who speak a language in addition to English.

To apply to this position, please send cover letter and resume to kimt@mosaicervices.org.