

**Data Analyst/Advocate  
Position #00030  
Position Location: Henrico County, VA**

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The Virginia Office for Protection and Advocacy (VOPA) is seeking an experienced candidate for the position of Data Analyst-Advocate. VOPA is an independent state agency, designated to provide protection and advocacy services to Virginians with disabilities. This position will manage VOPA's data collection and management systems. The position will review and analyze reports of incidents of potential abuse and neglect, enter data into databases, run established, and initiate new, queries based on the needs of the agency, and will recommend appropriate advocacy or administrative actions where necessary. This position functions as the database administrator for the agency's data management system. The position will also support quality assurance activities, assisting in the completion of funding applications and reports. Working in a fast-paced environment, this position is responsible for reviewing complex, confidential and protected information. The candidate may provide occasional assistance to other employees with disabilities, including driving and reading assistance.

The qualified candidate must have experience with data management systems and strong analytical skills. Minimum qualifications include demonstrated experience in the development, implementation, and enhancement of data collection tools and demonstrated experience in the development of data reports and queries using relevant software programs. The qualified candidate must also have knowledge of disability rights and resources and of the human service delivery system in Virginia; excellent interpersonal and communication skills; demonstrated sensitivity for people with disabilities and respect for cultural differences; and demonstrated commitment to social justice. Duties include using database applications and reporting software, Microsoft Office applications, and other office equipment; managing time and duties professionally and responsibly; and being a team-player. The preferred candidate will have a paralegal certificate or some post-secondary credits in a social science, disability related, or legal field. Fluency in Spanish or sign language is a bonus. Occasional overnight travel throughout the state may be required. Hiring Range: \$ 24,000 – \$ 39,000 based on education and relevant experience.

To learn more about VOPA, visit [www.vopa.virginia.gov](http://www.vopa.virginia.gov).

To apply, State form 10-012 is required. Please mail application, resume and a cover letter summarizing your qualifications to: VOPA-Human Resources, 1910 Byrd Ave., Suite 5, Richmond, VA 23230. Closing date is 5pm on November 21, 2011. Minorities and persons with disabilities are strongly encouraged to apply. AAEEEO/TTY/REASONABLE ACCOMMODATIONS UPON REQUEST.