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DATA AND EVALUATION SPECIALIST

Job Locations: US-AK-Juneau (or Sitka, Klawock, or Haines)

Job ID: 2021-5641

Category: HEALTH PROMOTION

Type: Regular Full-Time/80hrs (1.0 FTE)

About Us:

SEARHC is a non-profit health consortium which serves the health interests of the residents of Southeast Alaska. We see our employees as our strongest assets. It is our priority to further their development and our organization by aiding in their professional advancement.

Working at SEARHC is more than a job, it's a fulfilling career. We offer generous benefits, including retirement, paid time off, paid parental leave, health, dental, and vision benefits, life insurance and long and short-term disability, and more.

Job Overview:

This position provides data collection, data management, program evaluation and reporting support for the grant programs within the Health Promotion Division. The Data and Evaluation Specialist manages all required data-reporting activities associated with the programs.

Responsibilities:

- Maintain accurate databases of information required and relevant to the Women's Health Grant Programs, including the Breast and Cervical Health Program and the WISEWOMAN Program. Responsible for all data submissions to the grantors, including Minimum Data Element (MDE) file generation, error checking, report submission, and monthly quality checks. Prepare and provide annual linkages to State of Alaska and ANTHC Cancer Registries. Prepare and submit WW technical evaluations and reports as needed. Prepare and provide monthly service volume reports, clinic-level screening rate

reports and selected HRSA UDS report elements, as well as annual service volume projections for grant applications and progress reporting

- Develop and implement a plan to transition Women's Health Grant program reporting from existing external tools to Cerner-based applications. Train other staff as appropriate to use the new reporting tools. Proactively maintain the tool for maximum grant program effectiveness and compliance.
- Attend CDC- and HRSA-required and other pertinent grant program meetings and training opportunities

Qualifications:

Baseline Qualification Requirements:

- Bachelor's degree in data analytics, health information management, Health Science or a related field from an accredited school. Master's preferred.
- 3 years' experience with data analysis and reporting.
- Experience with SQL or other coding languages.

Knowledge, Skills & Abilities

Knowledge of:

Data management, program evaluation, and reporting

Electronic medical record systems and report writing software.

HIPPA rules and regulations

Skills:

Excellent oral and written communication skills

Excellent organizational skills, ability to handle multiple tasks and priorities

Advanced computer and computer application skills

Ability to:

Apply knowledge to analytically solve complex problems

Provide actionable, effective program improvement reports and recommendations to program team.

Work under pressure to meet deadlines

Work well in a team environment