

**Community Action Partnership of Western Nebraska
Health Center
Job Description**

Date: December 2018

Salary Grade: 9-11

Exposure Determination Category: 1

Salary Chart: 2 Non-Exempt

Job Title: Clinical Data Analyst

Reports To: Quality Assurance Coordinator

Essential Duties and Responsibilities: Develop and implement data analyses, data collection systems and reporting capabilities, including designing processes for monitoring, tracking and trending data that optimize statistical efficiency and quality, utilizing information from the CAHC medical, behavioral health and dental electronic record systems and secondary data sources and communicate their findings to CAHC clinic programs through the use of data visualization and detailed reports.

Major Duties:

1. Play an active role in patient services using the provider led, team-based Patient Centered Medical Home Model.
2. Work with CAHC clinic senior staff and program managers to prioritize business and information needs and routinely prepare various individual and integrated statistical reports on operational performance by maintaining a work plan of reports to run daily, weekly, monthly, quarterly and/or annually as needed.
3. Identifies and researches viable methods of collecting data to support performance improvement, grant development, and financial reporting that align with identified needs.
4. Identify, analyze and interpret data to find and share discrepancies and patterns and trends in data sets through data visualization tools and detailed reports.
5. Assist CAHC clinic program managers in developing standard and customized program reports. Produces or trains staff in developing these reports.
6. Develop and implement a presentation and reporting process on key performance indicators for clinical performance of the CAHC clinic for use by key staff, management, and the Board.
7. Assist with the development of the annual Unified Data System Report.
8. Maintain confidentiality of records and communications following HIPAA privacy and security policies and procedures.
9. Maintain a positive and professional attitude, striving to openly communicate with co-workers and patients, breaking down communication barriers when necessary.
10. Participate in ongoing Quality Assurance/Quality Improvement (QA/QI) activities; attend staff meetings and training sessions, as required.
11. Participate in ongoing employee training and development.
12. Perform other duties as assigned.

Working Conditions:

- 90% office work, 10% training and meetings.
- Well-lit, temperature controlled clinical setting, with standard medical and office equipment available.
- Work requires ability to meet tight timelines.
- Work in a program in a constant state of change with many interruptions and interactions.
- Must be able to work irregular hours, some weekends and evenings and out of town training.
- The noise level in the work environment is average

Physical Requirements:

- Ability to bend, stoop, squat, and crouch.
- Must be able to lift up to 50 pounds.
- Fine manipulation of hands with repetitive action.
- Operate office machines.
- Must regularly talk, hear and have close vision ability.
- Noise level in the work environment is average.

Minimum Qualifications:

Grade: 9

1. AA degree in business or related field with a high degree of computer literacy with experience in developing, maintaining and generating reports from various databases and skillfulness in office procedures, computer software use, and data entry; or three years' experience and proficiency in computer software use and data management, preferably in health clinic setting, with the ability to learn new software and systems;
2. Strong analytical skills with the ability to collect, organize, analyze and disseminate data in a way that is understandable to various levels of end users;
3. Be a self-starter and have strong organizational skills with ability to prioritize projects, work independently, manage multiple tasks, meet deadlines and ensure attention to detail with a high level of data accuracy in reporting;
4. Able to give effective presentations for small groups;
5. Requires ability to communicate clearly and concisely, both orally and in writing, alongside strong interpersonal communication skills with ability to work as part of a team;
6. Valid driver's license and good driving record;
7. Age 21 or over.

Grade: 10

1. Meet the minimum qualifications above;
2. BA or BS in Business Administration with emphasis in research, planning, statistics or analysis or related field or five years' experience in data management or equivalent.

Grade: 11

- 1 Must meet the minimum qualifications above;
- 2 Specialized training or 8 years' experience in data management.

Approved by Human Resources Director: _____ **Date** _____

Approved by Program Director: _____ **Date** _____